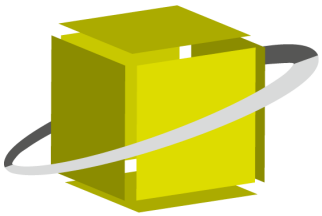
Kaleidoscope®

EXPRESS YOUR BIZ

globalReview

User Manual



globalReview©

Approvals made easy by **Kaleidoscope**

Version: 2.5

09/11/2015

Table of Contents

1 In-Country Review 4

1.1 Purpose of the In-Country Review 4

1.2 Purpose of globalReview 4

1.3 Workflow in globalReview 5

1.4 Project Levels, Status Values and Authorizations 7

1.5 Segment Status and Change Control 12

1.6 Error categories and QA Matrix 14

1.7 Analyses 15

2 Using globalReview 16

2.1 Login 16

2.2 Project Management in globalReview 16

2.2.1 Create a Project 18

2.2.2 Uploading Translation Files 21

2.2.3 Starting the Review 26

2.2.4 Double-Check Review 27

2.2.5 Double-Checking the Retranslation, New Review 28

2.2.6 Finalizing a Project 29

2.2.7 Archiving a Project 32

2.2.8 Deleting a Project 33

2.3 Navigation 34

2.4 Working in the Editor Screen 36

2.4.1 Navigation Bar 36

2.4.2 Editing Screen 37

2.4.3 Control Panel 40

2.5 Changing a Sentence 44

2.6 Double-Checking a Sentence 46

2.7 Commenting on a Sentence 49

2.8 Finishing the Review 50

2.9 Reviewing new Translator Suggestions 52

3 InDesign Add-On 56

3.1 Basic Concept 56

3.2 Editing in Portamis 57

3.3 Manual Portamis features in globalReview 59

3.3.1 Manually Downloading a Portamis File 59

3.3.2 Manually Uploading a Portamis File to Portamis 59

3.3.3 Manually Downloading changes from Portamis to globalReview 60

4 Quick Start 61

4.1 Project managers 61

4.1.1 Create a Project 61

4.1.2 Assigning a Reviewer to a Project 65

4.1.3 Assigning a Translator to a Project 65

4.1.4 Finalizing a Project 65

4.2 Reviewers 66

4.2.1 Navigation 66

4.2.2 Editing the Review 67

4.2.3 Finalizing the Check 68

4.2.4 Translator Check 69

4.3 Translator 70

4.3.1 Navigation 70

4.3.2 Editing the Review 71

4.3.3 Finalizing the Check 73

Glossary 74

Index 75

1 In-Country Review

1.1 Purpose of the In-Country Review

The *in-country review* ensures that translations are suitable for their target market. The review is carried out by a professional native speaker of the target language, ideally by an employee of the customer or a representative of the customer in the target country. In particular, the reviewer checks that technical and company-specific *terminology* has been used and that the translation is *technically accurate*.

The in-country reviewer's role is an important part of the translation process. The in-country reviewer knows the target market and its requirements plus the products described much better than the translator. The in-country review of a translation therefore contributes significantly to the success of a product's market presence.

The in-country review does not include pure stylistic changes or preferences. If changes to the style of a translation are required, this should be agreed directly with the project manager.

Review = In-Country Review

In this documentation, we assume that the review is actually an in-country review. However, globalReview is equally suited for "normal" translation review, for instance if you want to cooperate with translators or reviewers who do not have Trados.

1.2 Purpose of globalReview

The translations that are reviewed in globalReview have been produced using a database-supported translation system. These databases specifically store existing translations from previous projects plus customer-specific terminology. In future projects, unchanged text passages are reproduced automatically. This improves the consistency of translations and reduces costs and translation times. In addition, this system can process data in any source format and regenerate the formats afterwards (e.g. Word, Adobe InDesign, PowerPoint, HTML, etc.)

globalReview allows in-country reviews to be carried out conveniently in a web browser. There is no need to install the translation system (e.g. SDL Trados) or the software used to generate the source files (e.g. Adobe InDesign).

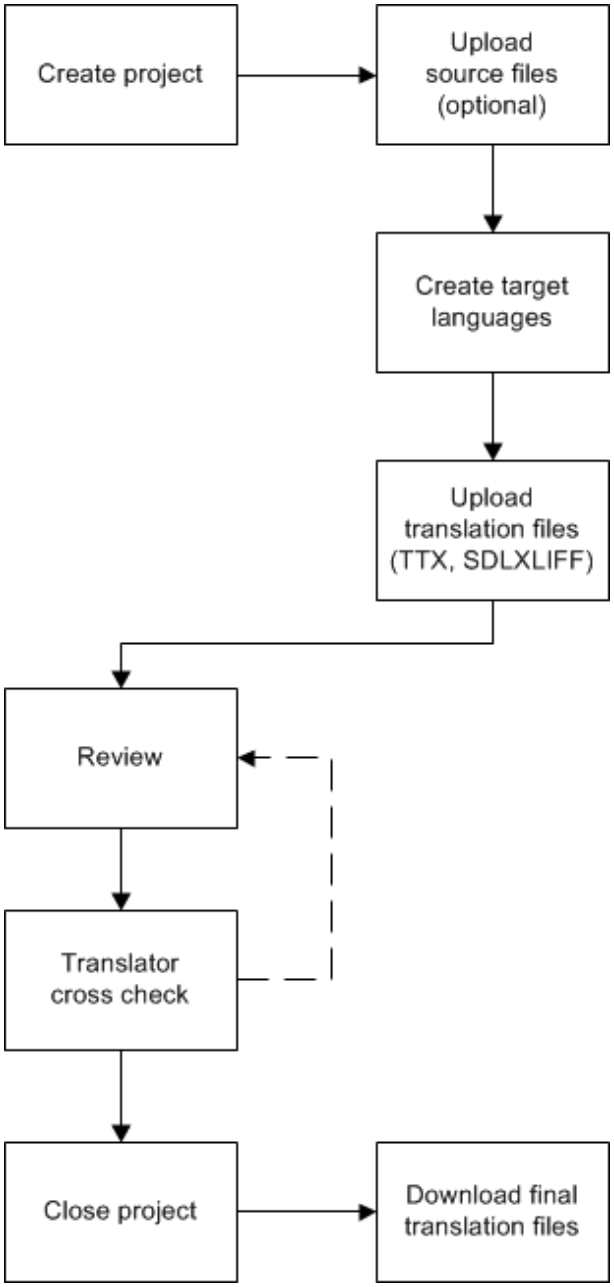
All changes that are made in globalReview can be double-checked by the translator.

On completion of the review project, the final version of the translation file is generated. This serves two purposes:

1. The target file (e.g. Word file) is generated from the translation file. This ensures that no errors can occur as a result of translations being "incorporated" incorrectly.
2. The language database (translation memory) is also updated via the translation file. All future translations are based on this language database/translation memory. In the next project, the changes are already included in the translation from the beginning.

1.3 Workflow in globalReview

The status-based globalReview workflow allows the in-country reviewer, translator and project manager to work together on line.



globalReview Workflow

1. The project manager uploads the files to be reviewed and sets the status to *Review*.
2. The reviewer can now make changes or add comments. At the end, the reviewer sets the status to *Review done*.
3. Afterwards, the project manager can apply a filter to view the changes made by the reviewer and, if necessary, send the file to the translator so that they can double-check the changes. The status is then set to *Cross check*.

4. The translator can also use a filter to view the segments that the reviewer changed. They can check and change the segments again, if they so choose. At the end, the translator sets the status to *Cross check done*.
5. Afterwards, the project manager can apply a filter to view the changes made by the translator and, if necessary, send the file to be reviewed again . The status is then set to *Translator check*.
6. The in-country reviewer can now use a filter to view the changes made by the translator and, if they choose, copy the translator version into their own column where they can leave or edit it. Finally, the status is set to *Review done* again.
7. This loop can be repeated as often as is required until the project manager sets the status to *Closed*. At this point, the final file can be downloaded.

The Review column holds the latest valid version

The column with the review version always contains the most recent valid version of a modified segment. The original translation only applies if no changes have been made to the segment.

a) If the translator has made changes while double-checking and these changes need to be incorporated in the review version, please do not forget to copy these changes to the Review column using the right arrow.

b) Before finalizing a file globalReview checks if newer translations are available, which have not been transferred into the review column. The project manager has the option to transfer ALL these segments to the review column. For this simply press *Overwrite outdated reviews with newer translations* in the control panel.

See also

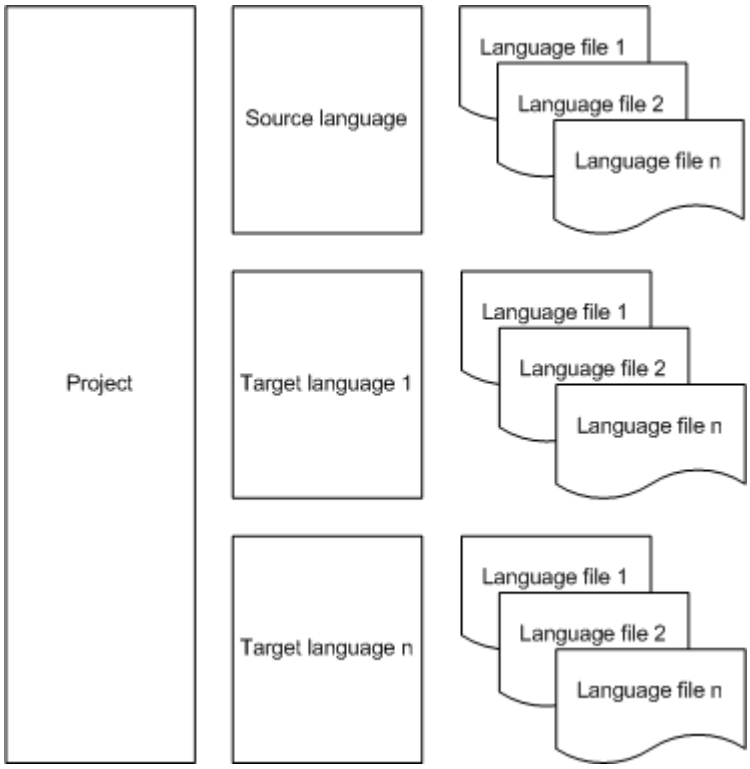
Segment Status and Change Control [→ 12]

1.4 Project Levels, Status Values and Authorizations

Project Levels

Projects in globalReview are set up hierarchically:

- *Project level:* Each project includes a source language and at least one target language.
- *Language level:* Each target language in a project has its own status, which means that a review may be closed for some languages but still running for other languages. Each language level includes at least one language file level.
- Language file *level:* The individual files that are to be reviewed for each language can be found at this level. Files for the source language are called source files. Precisely one translation file (e.g.TTX, SDLXLIFF) is uploaded to the language file level for each source file per target language.
  This level also has its own status. This allows the review process to be controlled for each individual file and each individual language.



Project Hierarchy in globalReview

Status Values

In globalReview, status information controls access to projects and activities. Status information can be set at three levels:

- *At the project level:* Valid for the entire project.
- *At the language level:* Valid for all language files within the respective language.

- *At the language file level:* Only valid for the specific language file within the respective language.

Status Values at the Project Level

Only two status values are available at the project level. These are automatically assigned by the system:

- *In progress:* This status is automatically set when a project is created.
- *Closed:* This status is automatically set once all the languages in a project are finalized and set to *Closed*.

Status Values at the Language Level

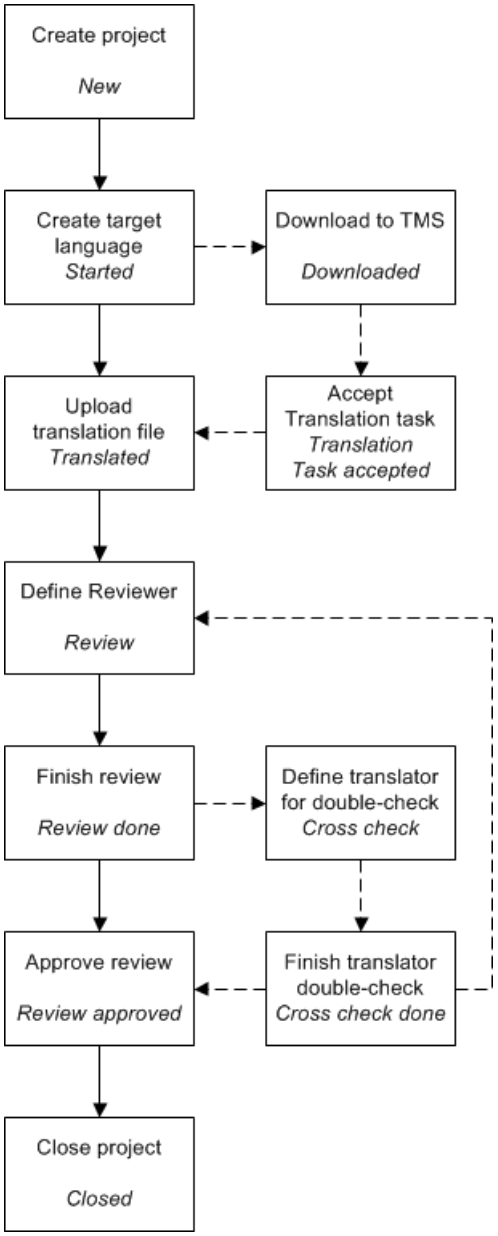
Status values at the language level control (together with the roles and groups to which users are assigned) access to the various functions.

globalReview strictly separates the translation process from the review process. A reviewer can only start their tasks in the portal once they have been assigned a project via a status. A translator can only start their tasks in the portal BEFORE or AFTER the review but not during the review.

In the configuration under the site settings tab you can set for each client whether the status value on language level should automatically be updated once all files in this language are set to a new status. For this simply click in the check box *Relaxed workflow.* In this case for example the status of a language will automatically be set to *review done* once all files in this language are assigned to the status *review done*. Once all target files are set to a certain status, the status of the entire project will inherit this status (e.g. *closed*).

If you do not select this option, you must always manually update the status on language level.

As globalReview can also be used as a portal for uploading translation assignments, some status values are not relevant for a pure review process. In a pure review process, the project manages changes the status directly from *New* to *Review* once all requirements have been met. The optional steps therefore appear in square brackets in the following list and the connecting lines in the flow chart are dashed.



Status Values in globalReview

The following status values are provided:

- *New:* The project and the target language are newly created. The source file has been uploaded. This status is assigned automatically when the target language is created.
- [*Started*: The target dates have been accepted. This status is assigned by the project manager. The translator and reviewer must have been appointed and at least one target language must be available.]
- [*Downloaded:* This status is assigned automatically when all the source files have been downloaded from the translation service provider.]
- [*Translation task accepted*: This status is assigned automatically once the translation service provider has accepted the target dates.]

- *Translated:* All translation files have been uploaded.
- *Review:* All language files have been set by the main reviewer or project manager to *Review*, and the review date has been determined and confirmed. This status can also be manually set by the project manager. In this case, all the language files inherit this status and reviewers can be defined by the project manager.
- *Review done:* The reviewer has finished reviewing all the language files and set them to *Review done*. This status can also be manually assigned by the main reviewer. In this case, all the language files inherit this status.
  The project can now be optionally sent to the translator for double-checking (Status: *Cross check*).
- *Cross check:* The project manager can assign this status in order to instruct the translator to double-check the changes.
- *Cross check done:* This status is set by the translator once they have finished double-checking the changes. If required, the project can now be sent for review again.
- [*Review approved:* The project manager or the main reviewer can optionally confirm the review.]
- *Closed:* This status is set by the project manager once all the language files are completed. As soon as all the languages have been set to *Closed*, the status of the project is also automatically set to *Closed*.

Status Values at the Language File Level

Status values at the language file level are inherited from the language level. This means that when a status is changed at the language level, all the values at the language file level also change automatically.

The status values at the language file level are the same as the status values at the language level. However, the status values are one hierarchy level further down, which means that each status value applies to an individual file. Furthermore, the status values are not available for the higher-level project (e.g., *Downloaded*, *Translation taskaccepted*). Therefore, some values are not provided at the language file level.

Status Values for Files for Final Approval

As an additional function globalReview can be used to approve any type of finalized, print-ready target files. These can be uploaded at the end of the project for the reviewer or project manager to give their final approval. The following status values are provided: The following status values are provided:

- *New*: File for final approval has been uploaded.
- *Reserved for final approval*: File has been assigned to the selected reviewer or project manager.
- *Final approval given*: Final version accepted.
- *Final approval not given*: Final version not accepted. At this stage the reviewer can add a comment to the file.
- *Closed:* Final approval closed.

1.5 Segment Status and Change Control

As explained in the Workflow in globalReview [→ 5] section, all translation files in globalReview pass through a defined workflow. This is controlled via status values. This means that individual user access and possible subsequent status values are defined.

Statuses can be freely defined

Status values can be freely defined and are specified for each client when the system is configured. This means that your status values may differ from the values used in this guide.

Each change made by a reviewer or a translator is highlighted in globalReview. As a result, the person who made the changes and the next person in the process know exactly what has been changed.

For example, when a translator logs into globalReview to double-check a review, they can see the last changes made by the reviewer highlighted in color. When a reviewer logs in, they can see the changes made by the translator highlighted in color, provided, of course, the translator has made changes.

Acknowledge does not mean "apply change"

All the *Acknowledge* function does is remove the color highlighting so that a particular segment or all segments is/are no longer marked as changed. The changes do not automatically appear in the target file, as it is always the reviewer version that is used in the end.

Similarly, the *Do not acknowledge* function results in the translator version being highlighted. Again this does not mean that the translator version will prevail in the target file. It is merely an indication that this segment should again be checked by the reviewer.

An example:

a) You have suggested a change.

b) The translator did not agree and instead made a further change to your change.

c) It is NOT enough to simply click *acknowledge* as all that will happen is that the change will no longer be highlighted.

d) Instead, you must click the right arrow again to copy the translator's last version to your column.

⇨ The content of the Review column will always be contained in the final version of the text, independent of whether or not it was acknowledged.

⇨ Before finalizing a file globalReview checks if newer translations are available, which have not been transferred into the review column.

Acknowledge

The "Acknowledge" function is used to remove the color highlighting of a change made by the previous editor for the current segment. This makes it easier to find your way around the files. In addition, when projects pass through several review cycles, it is necessary to limit the corrections to the last round of changes.

An example that does not use "Acknowledge":

A reviewer makes a number of changes. These are now highlighted in color.

The translator checks these changes and makes some of their own changes, which are also now highlighted in color.

The reviewer checks the changes made by the translator and makes some further amendments. The changes made by the reviewer in the first and second review are now highlighted in color.

When the translator logs in, they can no longer tell whether they have checked the changes already or whether the changes are new. As the example illustrates, it is advisable to confirm all changes as checked using the Acknowledge function before completing a step in the process.

For this reason, an Auto-Acknowledge is performed for each new checking round.

Auto-Acknowledge

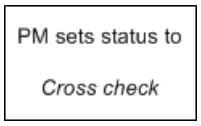
When the status of a project is changed from *Review done* to *Cross check*, the color highlighting is automatically removed from all the translator's previous changes. This is necessary, otherwise it would not be possible to identify the NEW changes made by the translator.

It is the same the other way round: When the status of a project is changed from *Cross check done* to *Review*, the color highlighting is automatically removed from all the translator's previous changes. This is necessary, otherwise it would not be possible to identify the NEW changes made by the reviewer.

This has the following implications for the project manager: If you want to see which changes the translator and reviewer made in the last round, do NOT set the translation file to *Review* or *Cross check*; instead first look at the file while it is set to *Review done* or *Cross check done*. You can change it accordingly afterwards.

Select the check box *Show all changes* if you want to have ALL previous changes marked, not only the ones from the previous round.

By way of illustration, here is the workflow as a flow chart. In this example, it is assumed that neither the translator nor the reviewer "acknowledges" segments manually:



Workflow of Changes and Status Assignment

1.6 Error categories and QA Matrix

In globalReview you can make reviewers categorize all changes they make. There are two reasons for this:

1. Reviewers need to reflect about the changes they make, because they need to objectively categorize them. By assigning them to one of the defined error categories, such as stylistic vs. meaning error, reviewers might become more conscious about the changes they make.
2. globalReview can export all errors and categories and thus generate a QA matrix just as in Lisa or SAE QA sheets. Proceed by clicking on *Download change log* in the translation files tab. An Excel file containing three worksheets will be produced: Change log, Statistics and QA. You can see here the history of changed segments, the sums of error categories as well as the grades for the general QA evaluation.

You can freely define your own error categories. For each error category, the reviewers will receive a different "save" button labeled with the error category. For instance, you can set up Meaning, Terminology, Grammar, Style and Other. The reviewer will then have 5 buttons with these labels and the save icon. This does not create additional work for the reviewer, but it provides a wealth of additional information about both the translation and the review quality.

1.7 Analyses

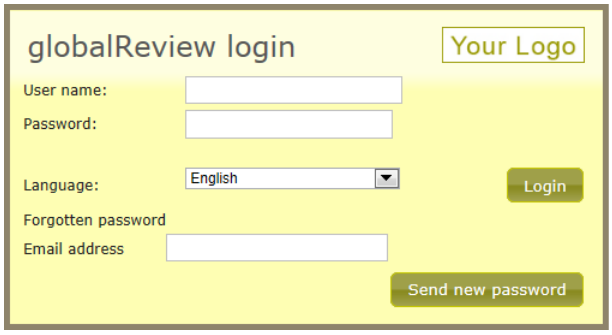
You can export different kinds of analyses from globalReview. One of them is the QA matrix just mentioned. However, you can also export an overview of all changes done, or all changes themselves. You can also analyze how much of a document a reviewer has actually checked. All these functions can be found under the *Translation files* tab.

2 Using globalReview

2.1 Login

You will receive a link to the globalReview portal from your administrator or project manager. You will also receive your user name and password from your project manager.

After entering the link, you will be taken to the login window.



Login - Forgot password

If you have forgotten your password, you can click on *I forgot my password ...* and then enter the email address at which you are registered. globalReview will then generate a temporary password and sends it to you. You can then log on and switch to the individual settings to change your password.

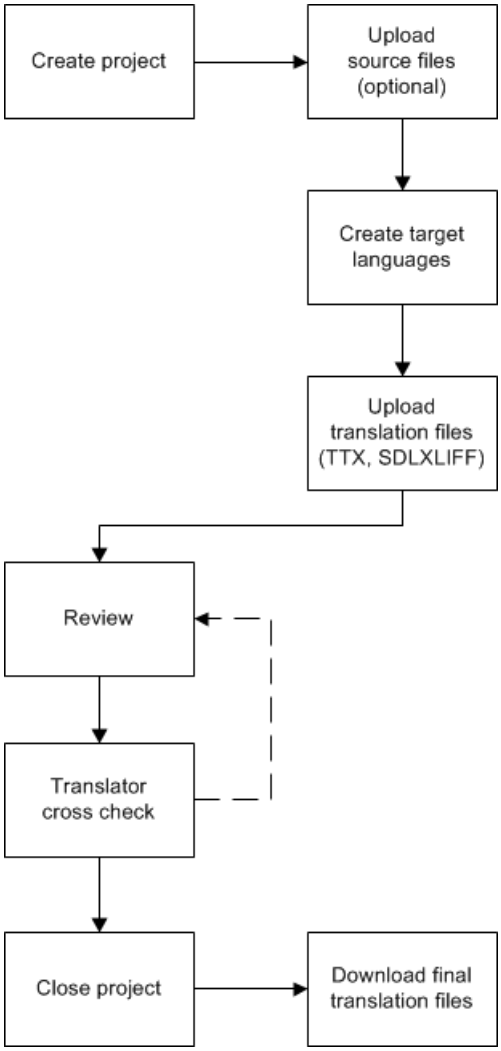
If you have access to more than one tenant, globalReview will show a list of accessible tenants next to the login field. Chose the tenant by clicking on the name.

2.2 Project Management in globalReview

As a project manager, your tasks in globalReview are:

1. Creating a project
2. Uploading the source files (optional)
3. Creating the target languages and the target language file level for each language
4. Uploading the translation files
5. Sending the project into review (Status *Review*)
6. Optionally double-check the review or assign it to the translator for cross-checking (Status *Cross check*)

7. You can repeat steps 5 and 6 as often as required, until reviewers and translators have come to a conclusion, or until you close the project.
8. Closing the project and downloading the final translation files.



globalReview Workflow

Notes:

Project Manager Roles

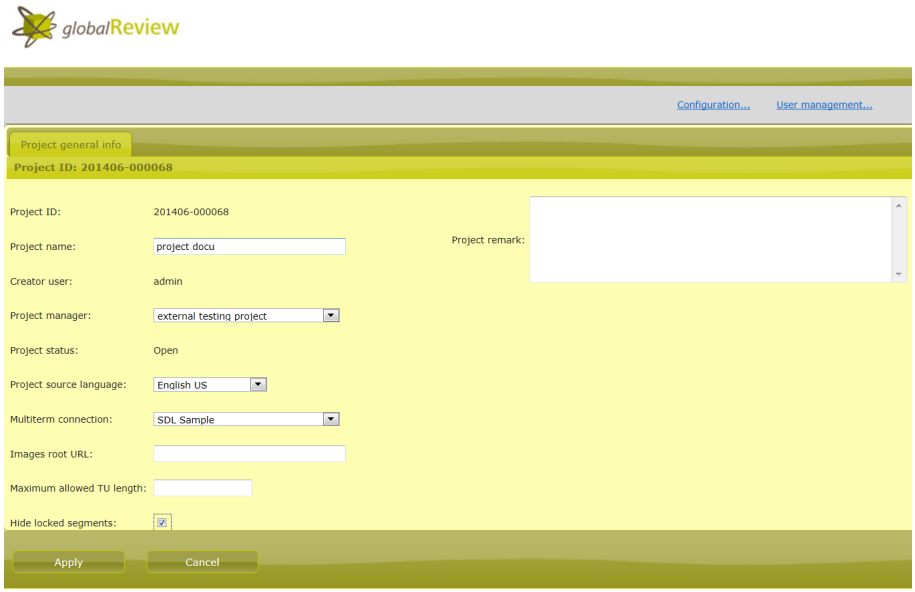
By changing a file to the desired status, the project manager automatically takes over the role of that assigned user. For instance, if a file is in *Review* status, then the project manager has the same functionalities available as the review, in addition to the project management features.

Track Changes

As a project manager, you can always see clearly who made the last change: The segment, which has been changed in the last instance is always colored in globalReview. If you have activated change tracking, then you can even see the exact change in each segment.

2.2.1 Create a Project

On the start page you can create a new project. Simply click on *New Project*. You will see the project information page:



Creating a Project

This is how you create a new project:

a) The internal project ID is always automatically generated by globalReview and the project name can be freely typed in. If you are connected to a project management system, then the project name can be auto-filled, and the “external project name” is stored in globalReviewto be used for other purposes, like quality assurance.

b) If you want to do a quality evaluation on the project, then you need to type in the word count of the source text. This will weigh the error scores (see Error and QA categories) against the amount of words of the job. This must be entered manually. For more details see chapter Finishing the review of a language [➞ 29].

c) Choose the Project Manager for the project.

d) The *project status* is automatically generated by the system.

e) Select a *source language*. You will only be able to upload translated files with the selected source language. You can define the available source languages in the client configuration.

f) Select a *MultiTerm termbase connection* in order to use term recognition. You can set up the termbase connections in the configuration page of each client. For each target language you can subsequently change the MultiTerm connection.

g) *Images root URL*: If your XML files are referencing images, you can later show these in the editor. Please enter here the path of the directory where the images are stored. This needs to be accessible for globalReview, so they should ideally be on a web server. When you later upload your translation files, you have to enter an XPath instruction in the *Image selector* field on how the name of the images can be read out to the respective segments.

h) In the *Maximum allowed TU length* field you can enter a general character limit, which will be apllied for all segments of the uploaded files. In case of breaching this limit, an error message will appear.

i) *Hide locked segments*: Here you can hide the segments locked in Studio for your reviewers and translators.

j) Click on *Save*.

⇨ The project will now be created. globalReview will take you to the *Upload Source Files* page.

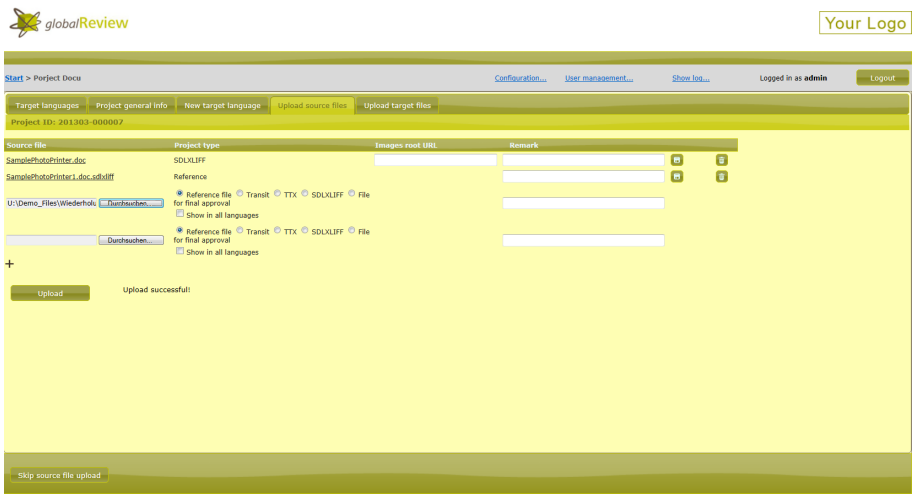
2.2.1.1 Upload Source Files

On this screen you can upload source files for translation. This step is only required if you use globalReview as a client portal for the entire translation process and want you client to upload the source files here. Also, if you want to upload a reference file for all languages, you can do this here. And if you want to send a file for final approval, such as print PDFs.

Otherwise, if you already have translated TTX or SDLXLIFF files, simply click on *Skip source file upload*.

For further information on the structure of globalReview projects see Project Levels, Status Values and Authorizations [→ 7].

globalReview will take you to the *Upload source files* screen:



Uploading Source Files

This is how you upload source files:

a) Click on *Browse* and select the desired source file.

b) Select the file type. Your choice of file type varies according to your license.
- *Reference file:* Files which are for reference only and do not need to be translated. In this case you can also define whether this file should be available in all target languages as well, or only in the source language.
- *Transit:* Select this option if you want to upload a Transit translation as Transit reference files.

c) - *TTX:* Select this option if you want to upload a Trados 2007 translation in TTX format.
- *SDLXLIFF:* Select this option if you want to upload a Trados 2009 / 2011 translation in SDLXLIFF format.
- *File for final approval:* Select this option if you want to upload a file which should not be reviewed but simply checked and approved (or rejected with comments). For instance, you can use this workflow to obtain an approval on a print-ready PDF.

d) You can also enter a comment for each file.

e) If you want to add additional files, click on the large + Icon on the right side.

f) Click on *Apply*.

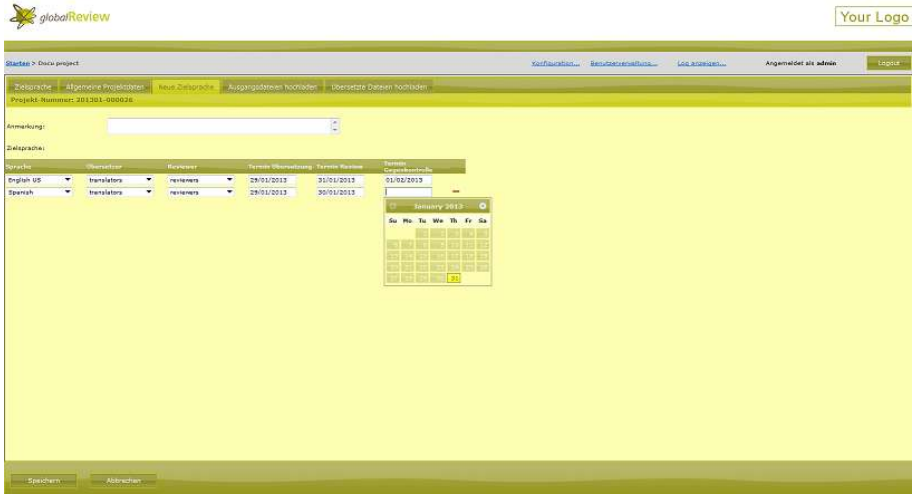
⇨ The files you have added will now be uploaded to the globalReview server. In the upper part of the screen you will see all files that have been uploaded already. You can always download them from here by clicking the link.

g) Click on the Tab *New target language*.

You can always add additional source files later on by switching back to the source language or into the *Upload Source files* screen.

2.2.1.2 Creating Target Languages

In this screen you can select the target languages for your project. Now click on *New target language*. You will see the New target language screen:



Creating new target languages

This is how you create new target languages:

a) Select the desired target language, and assign translators and reviewers.

b) Optionally, you can indicate target dates for each of the steps.

   ⇨ globalReview will display a date with red background if it is invalid. For instance, the review date must always be after the translation date.

c) If you want to add additional languages, click on the large + Icon on the right side.
   Note: Target languages can later be deleted at any time. Simply click on *Delete target language* in the language level. With this operation all files contained will be lost.

d) Click on *Save*.

⇨ globalReview will take you to the screen *Upload Translation Files*.

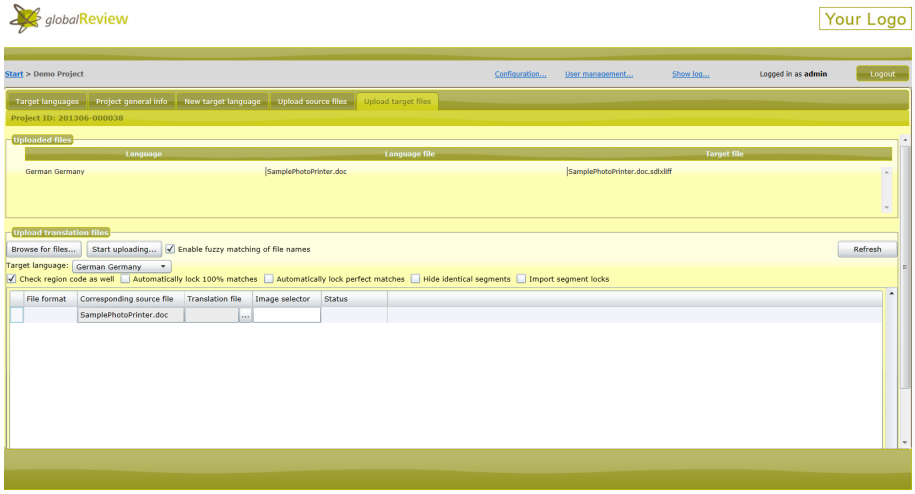
2.2.2 Uploading Translation Files

You can upload translation files in two ways:

- If the translation is already finished, you can upload all translated files right away.
- If the translation will be finished at a later point, you can upload translation files when they are done at a later point.

Uploading Translation Files Now

After creating target languages, globalReview takes you to the Translation files screen.



Uploading Translation Files

In the upper part of this screen you can see the translation files you have already uploaded for each target language. In the lower part you can upload additional files per language and source file. If you have not uploaded any source files, you can also simply upload "new" translation files. The "drawer" into which these will be placed is created automatically.

This is how you upload translation files, if you have already uploaded source files:

a) Next to *Target translation file* select the source file for which you want to upload the translation.

b) Select the check box *Enable fuzzy matching of file names* if the name of the translation file is slightly different from the corresponding source file, so that they are assigned to each other. If this check box is not selected and there is no identically named source file then the translation file will be added as a new file at the bottom.

c) For each target language click on *Browse* and select the desired translation file.

d) *Image selector*: If during the creation of the project you have referenced images, you can here enter an XPath instruction on how the name of the images can be read out to the respective segments.

e) Click on *Upload*.

⇨ The *Results* column will show a green checkmark if the upload has been successful. The uploaded file we show in the upper part of the screen.

f) Repeat these steps for each additional source language.

g) Click on *Apply.*

This is how you upload translation files, if you have not uploaded any source files:

a) Select the desired target language.

b) Click on *Browse* and search for the translated TTX or SDLXLIFF files.

⇨ globalReview will check the file and show the file type for each file. As an option you can check the Portamis-Feature. See Uploading Source files [→ 19] for more information on Portamis.

c) Click on *Start uploading...*

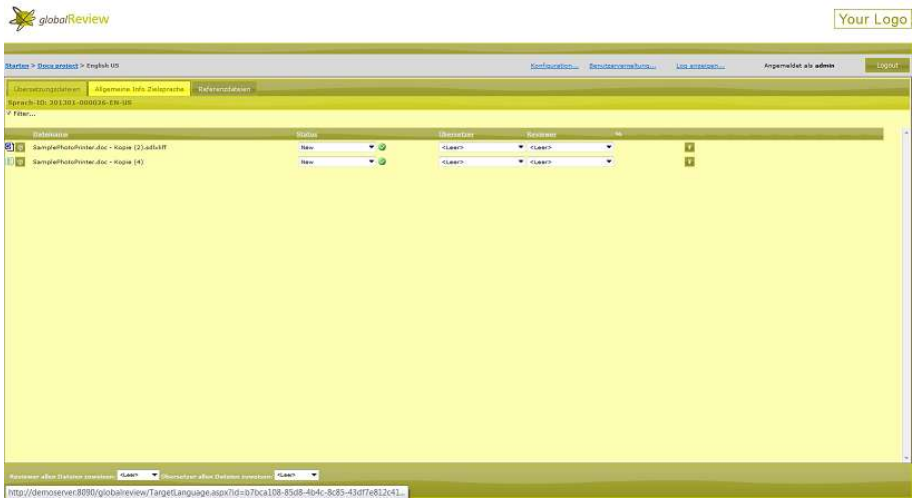
⇨ The *Results* column will show a green checkmark if the upload has been successful. The uploaded file we show in the upper part of the screen.

d) Repeat these steps for additional source files or any additional target languages.

e) Click on *Apply.*

Uploading Translation Files Later

Nagivate to the desired target language. Here you will see all source files, all showing the status *New*. For each file you will see an upload-arrow under *Upload language pair*.

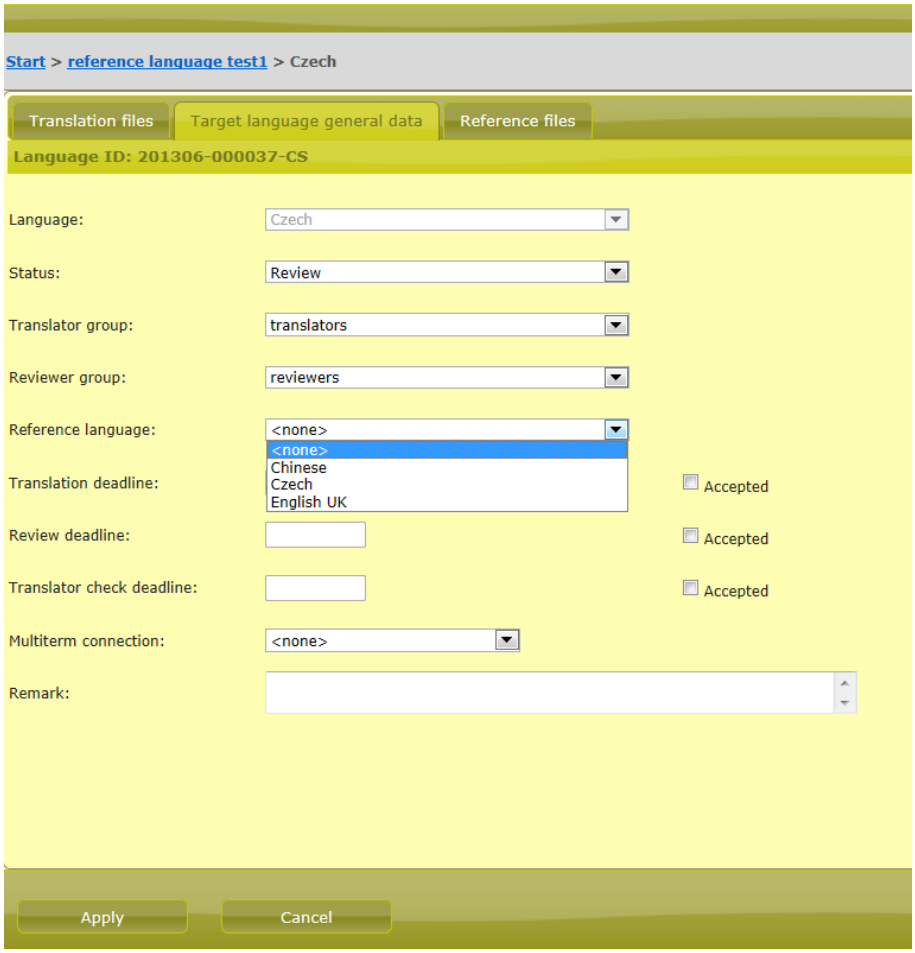


Uploading Translation Files

Click on the Upload arrow and select the desiredTranslation file. This file will be uploaded immediately. The status of the file will change to *Translated*. You can now check the result in the editor screen and start the review.

Reference language

Project managers can additionally select a *reference language* from the languages defined for the current project. The reviewer can then choose this language as an alternative source language in the editor, in case he/she does not understand the original source language. The reference language can be selected in the *Target language general data* tab:



Reference language

Options for Uploading Files

When uploading files, no matter which way, globalReview always offers many additional options:

- *Check region code as well:* If you want globalReview to check the exact locale (Language plus Region), then check this option. Otherwise, globalReview only checks the language code (the first two letters). Checking this is a safety measure to make sure you are uploading the right file for the language selected.
- *Automatically lock 100 matches:* With this option globalReview can lock 100% matches automatically for the reviewer.

- *Automatically lock perfect matches:* With this option globalReview can lock perfect matches automatically for the reviewer. Please make sure that the perfect match function is enabled in Trados Studio beforehand.
- *Hide identical segments:* With this powerful option you can reduce repetitions by showing a repeat segment only the first time it appears. All further occurrences are automatically hidden. This can drastically reduce review time for certain text types. Of course, when saving the target file, all occurrences of the segment will be inserted into the file again.
- *Import segment locks*: With this option globalReview can lock segments, which have been locked in Studio.
- As a project manager you can define whether locked segments should be only read only or should be hidden altogether. For this click on *Translation file properties* at the right bottom of the editor and select *Hide locked segments* or *Show locked segments as read only*.

2.2.3 Starting the Review

This is how you can send a file into review:

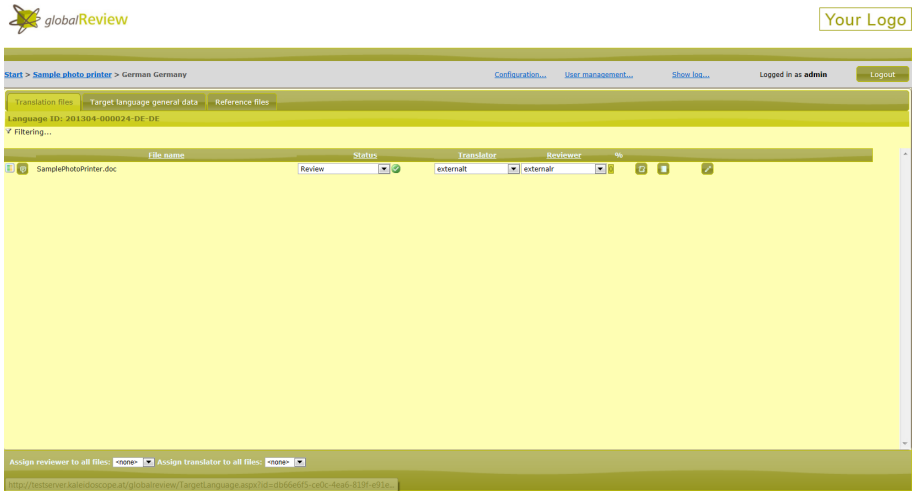
a) Select a reviewer for a file, or assign a reviewer for all files by using the shortcut on the bottom of the screen.

b) Change the file status to *Review*.

c) Click on the green Check mark.

⇨ The selected reviewer can now access this file and review it.

See also Project Levels, Status Values and Authorizations [➞ 7].



Starting the Review

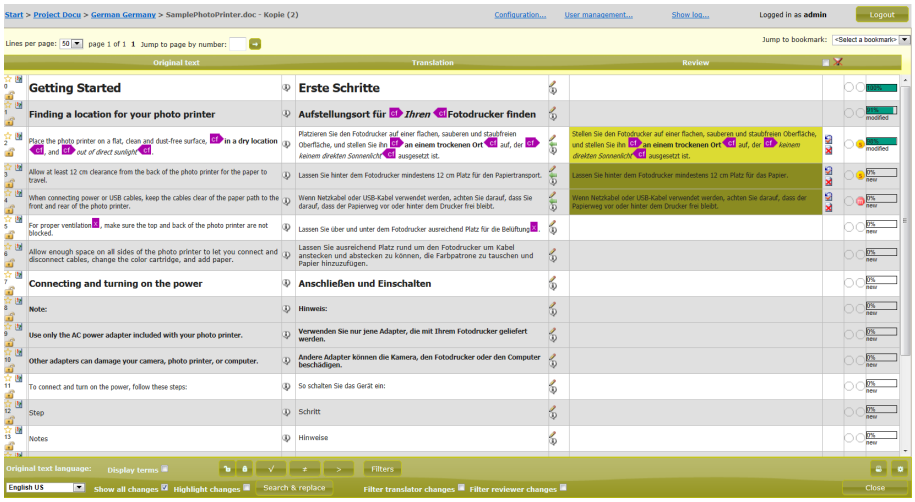
You can check the reviewer´s view by clicking on the Edit icon, displayed as a pencil. This takes you to the edit screen as a reviewer role.

See also

- Project Levels, Status Values and Authorizations [→ 7]

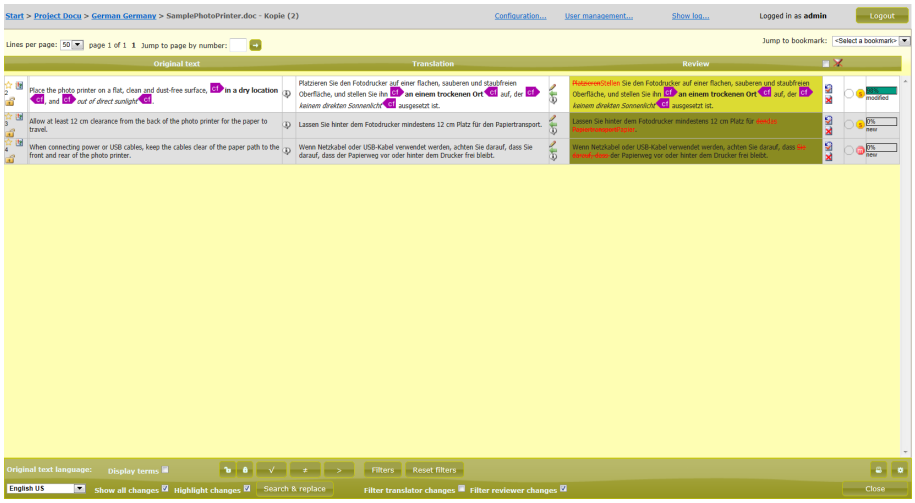
2.2.4 Double-Check Review

If the reviewer has finished his work, you can click on the pencil symbol for Edit to check the changes:


Start > Project Docu > German Germany > SamplePhotoPrinter.doc - Kopie (2)
Configuration...
User management...
Show log...
Logged in as admin
Logout
Lines per page: 50
page 1 of 1
Jump to page by number:
Jump to bookmark:
<Select a bookmark>
Original text
Translation
Review
Getting Started
Erste Schritte
Finding a location for your photo printer
Aufstellungsort für Ihren Fotodrucker finden
Place the photo printer on a flat, clean and dust-free surface, in a dry location and out of direct sunlight.
Platzieren Sie den Fotodrucker auf einer flachen, sauberen und staubfreien Oberfläche, und stellen Sie ihn an einem trockenen Ort auf, der keinem direkten Sonnenlicht ausgesetzt ist.
Allow at least 12 cm clearance from the back of the photo printer for the paper to travel.
Lassen Sie hinter dem Fotodrucker mindestens 12 cm Platz für den Papiertransport.
Lassen Sie hinter dem Fotodrucker mindestens 12 cm Platz für das Papier.
When connecting power or USB cables, keep the cables clear of the paper path to the front and rear of the photo printer.
Wenn Netzkabel oder USB-Kabel verwendet werden, achten Sie darauf, dass sie darauf, dass der Papierweg vor oder hinter dem Drucker frei bleibt.
Wenn Netzkabel oder USB-Kabel verwendet werden, achten Sie darauf, dass der Papierweg vor oder hinter dem Drucker frei bleibt.
For proper ventilation, make sure the top and back of the photo printer are not blocked.
Lassen Sie über und unter dem Fotodrucker ausreichend Platz für die Belüftung.
Allow enough space on all sides of the photo printer to let you connect and disconnect cables, change the color cartridge, and add paper.
Lassen Sie ausreichend Platz rund um den Fotodrucker um Kabel anstecken und abstecken zu können, die Farbpatrone zu tauschen und Papier hinzuzufügen.
Connecting and turning on the power
Anschließen und Einschalten
Note:
Hinweis:
Use only the AC power adapter included with your photo printer.
Verwenden Sie nur jene Adapter, die mit Ihrem Fotodrucker geliefert werden.
Other adapters can damage your camera, photo printer, or computer.
Andere Adapter können die Kamera, den Fotodrucker oder den Computer beschädigen.
To connect and turn on the power, follow these steps:
So schalten Sie das Gerät ein:
Step
Schritt
Notes
Hinweise
Original text language:
Display terms
Filters
English US
Show all changes
Highlight changes
Search & replace
Filter translator changes
Filter reviewer changes
Close

Checking the changes

You can see all segments which the reviewer has changed in the last review round by the background color. Or you can click on *Filter on reviewer changes* to see only the changed segments of the last review round.



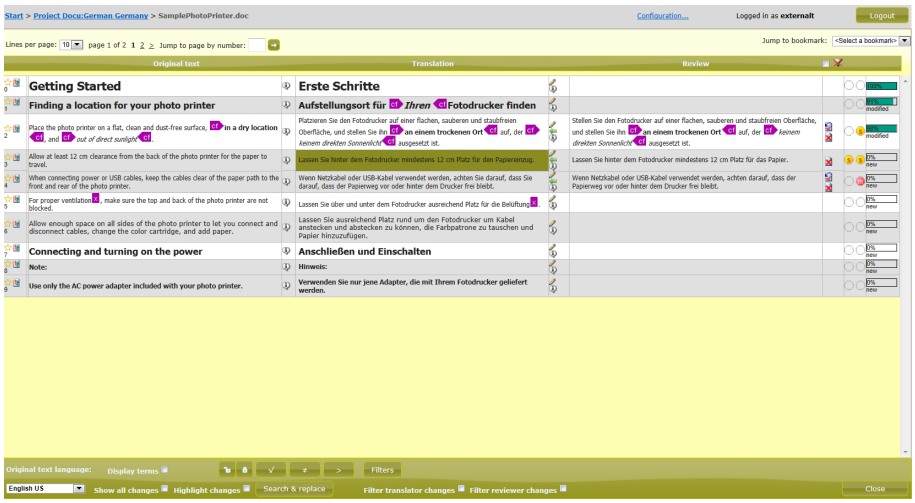
Double-Checking changes with the change filter

You can now either double-check the changes yourself, or you can assign the file to a translator by changing the file status to *Cross check*, selecting a translator and clicking on the green check mark.

When you change the status from *Review done* to *Cross check*, you will receive the message that all changes done previously by the translator will be acknowledged. This is necessary, so you can keep apart "old" changes from "current" changes. For more details go to Segment Status and Change Control [➞ 12].

2.2.5 Double-Checking the Retranslation, New Review

Once the translator has finished his work, you can click on the pencil symbol for Edit to check the changes:



Double-Checking the retranslation

In the above example, the translator has acknowledged the first reviewer change, has retranslated the second one, and has also acknowledged the third one.

In this view you can select *Filter on translator changes* to show the changes of the last retranslation-round.

You can also set the file status to *Review* so the reviewer can review the new translator changes.

Or you can simply decide for yourself if the translator version or the reviewer version wins and close the project.

When you change the status from *Review done* to *Cross check*, you will receive the message that all changes done previously by the translator will be acknowledged. This is necessary, so you can keep apart "old" changes from "current" changes. For more details go to Segment Status and Change Control [→ 12].

The Review column holds the latest valid version

The column with the review version always contains the most recent valid version of a modified segment. The original translation only applies if no changes have been made to the segment.

a) If the translator has made changes while double-checking and these changes need to be incorporated in the review version, please do not forget to copy these changes to the Review column using the right arrow.

b) Before finalizing a file globalReview checks if newer translations are available, which have not been transferred into the review column. The project manager has the option to transfer ALL these segments to the review column. For this simply press *Overwrite outdated reviews with newer translations* in the control panel.

You can repeat this loop as often as you like.

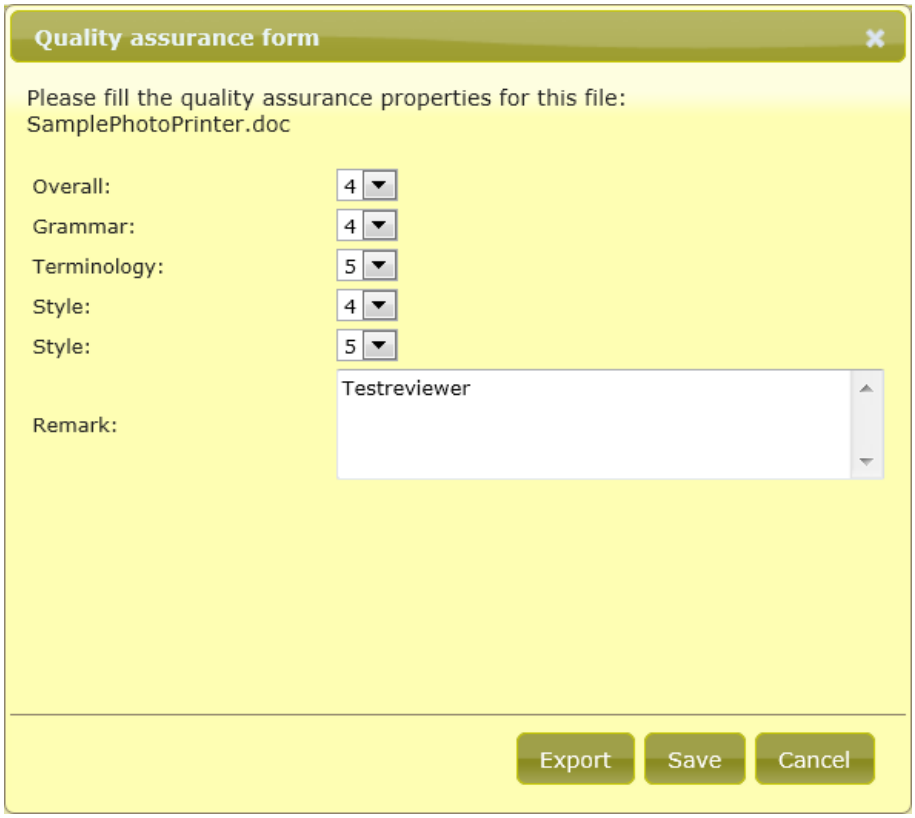
2.2.6 Finalizing a Project

Finishing the Review of a File

Once both the reviewer and the translator have confirmed all segments, or you as a project manager have taken this decision, you can finish the review for a file.

General assessment of the translation

If for the current client a quality assurance feature has been configured, then a pop up window will appear after you've set the status to *review done*. Here you can enter a general assessment for the reviewed file:



QA Form

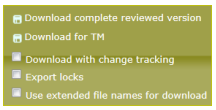
Here you can apply a grade for the predefined QA categories. Make sure to use a universally applicable grading system (e.g. school grades), that all users involved are informed about. In addition you can enter a comment about the quality of the translation and export the entire evaluation into an Excer sheet.

Then click on OK. The QA form icon on the left side of the file is then highlighted so that all users involved can see that this file has been evaluated. The project manager can now see the rating and draw conclusions on the overall quality of each translators work.

You can now set the status of the file to *Closed*. Do not forget to click on the green check mark.

Finishing the Review of a File

In this status, no project participant can access the files, and you can click on *Download bilingual file* to download the final version of the translation files.



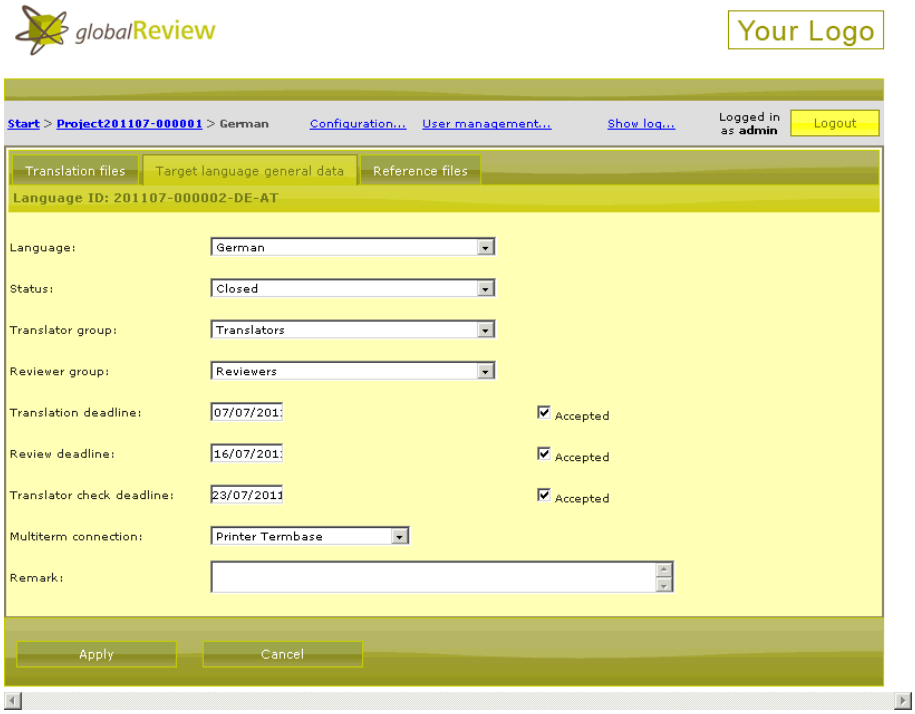
Downloading the Final File

globalReview offers you two different versions of the final translation file:

- *Download complete reviewed version:* This option ALWAYS gives you the text in the reviewer column, even if the option *Exclude from TM* has been checked. You can use this file to produce a final translated document.
- *Download for TM:* This option always contains the reviewer´s version, except for those segments where the *Exclude from TM check box* is selected. In these cases the translator version is written to the file.
- Click the check box *Download with change tracking* if you want to have the changes made in globalReview also marked in Studio.
- *Export locked segments*: Any segment locks made in globalReview can be exported with this feature Please note that this only works with SDLXLIFF files.
- Select *Use extended file names for download* if you want to add further information to the final file name. This will add a prefix (globalreview) + a suffix (respective file status) to the file name upon downloading, so that it can be identified as a globalReview processed file.

Finishing the Review of a Language

Once the last file of a language has been finished, you can set this target language to closed in the *Target Language General Data* screen:



Closing a Language

In the configuration under the site settings tab you can set for each client whether the status value on language level should automatically be updated (see: relaxed workflow [➞ 7]), after every file in the current language are assigned a new status.

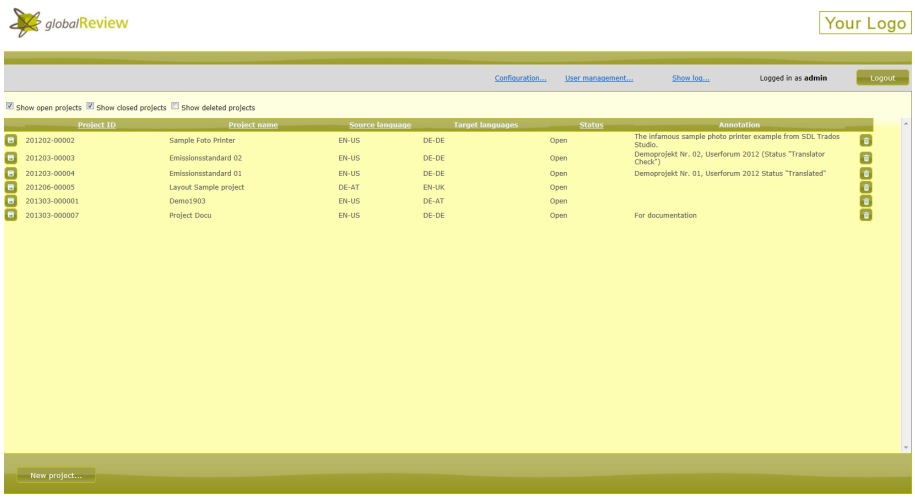
Once all languages of a project have been *closed*, the status of the project as a whole is automatically changed to closed.

When a project is set to *closed*, then the QA score is automatically calculated. The project manager can look up the QA Score for the current project after the review is finished and all files are set to closed (or by clicking on Update at any time during the project to see the current score). This QA score is calculated by summing up the reviewer error scores assigned in the editor (based on relevant error categories) and the total divided by the Total word count entered during project set up. The higher this number (error scores per word) the poorer the quality of the translation.

As a project manager you can always re-open a project by opening any of the languages or files.

2.2.7 Archiving a Project

In the start screen of globalReview you can see the list of all projects:


globalReview
Your Logo
Configuration...
User management...
Show log...
Logged in as admin
Logout
Show open projects
Show closed projects
Show deleted projects
Project ID
Project name
Source language
Target languages
Status
Annotation
201202-00002 Sample Foto Printer EN-US DE-DE Open The infamous sample photo printer example from SDL Trados Studio.
201203-00003 Emissionsstandard 02 EN-US DE-DE Open Demoprojekt Nr. 02, Userforum 2012 (Status "Translator Check")
201203-00004 Emissionsstandard 01 EN-US DE-DE Open Demoprojekt Nr. 01, Userforum 2012 Status "Translated"
201206-00005 Layout Sample project DE-AT EN-UK Open
201303-000001 Demo1903 EN-US DE-AT Open
201303-000007 Project Docu EN-US DE-DE Open For documentation
New project...

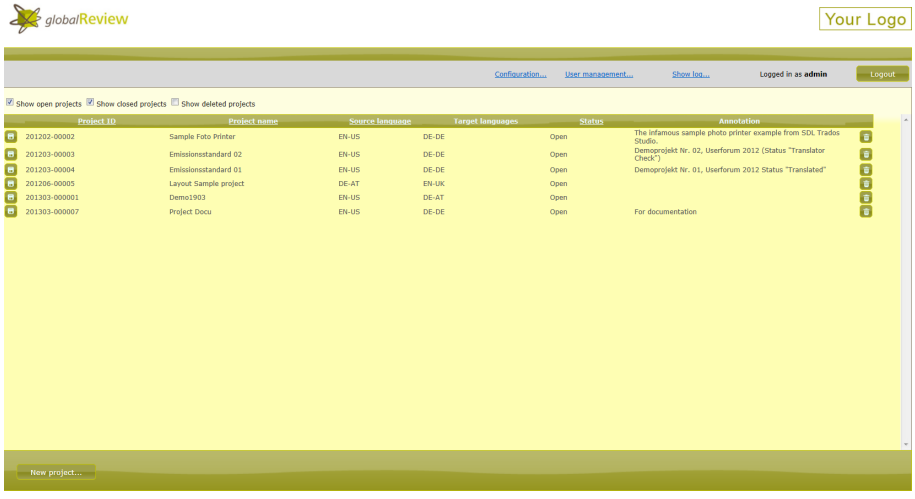
globalReview Start Screen

If you have created the project yourself or if you are logged in as an administrator, you can click on the floppy icon on the left side to archive an entire project. The archiving function will copy all data of the project, including all review data, into a ZIP file for you to store.

You can use this ZIP file to rebuild the project by importing it back into globalReview. After archiving the project, you can proceed to delete it.

2.2.8 Deleting a Project

In the start screen of globalReview you can see the list of all projects:


globalReview
Your Logo
Configuration...
User management...
Show log...
Logged in as admin
Logout
Show open projects
Show closed projects
Show deleted projects
Project ID
Project name
Source language
Target languages
Status
Annotation
201202-00002 Sample Foto Printer EN-US DE-DE Open The infamous sample photo printer example from SDL Trados Studio.
201203-00003 Emissionsstandard 02 EN-US DE-DE Open Demoprojekt Nr. 02, Userforum 2012 (Status "Translator Check")
201203-00004 Emissionsstandard 01 EN-US DE-DE Open Demoprojekt Nr. 01, Userforum 2012 Status "Translated"
201206-00005 Layout Sample project DE-AT EN-UK Open
201303-000001 Demo1903 EN-US DE-AT Open
201303-000007 Project Docu EN-US DE-DE Open For documentation
New project...

globalReview Start Screen

If you have created the project yourself or if you are logged in as an administrator, you can click on the wastebasket icon on the right side to delete an entire project. Deleted projects are intermediately stored and can

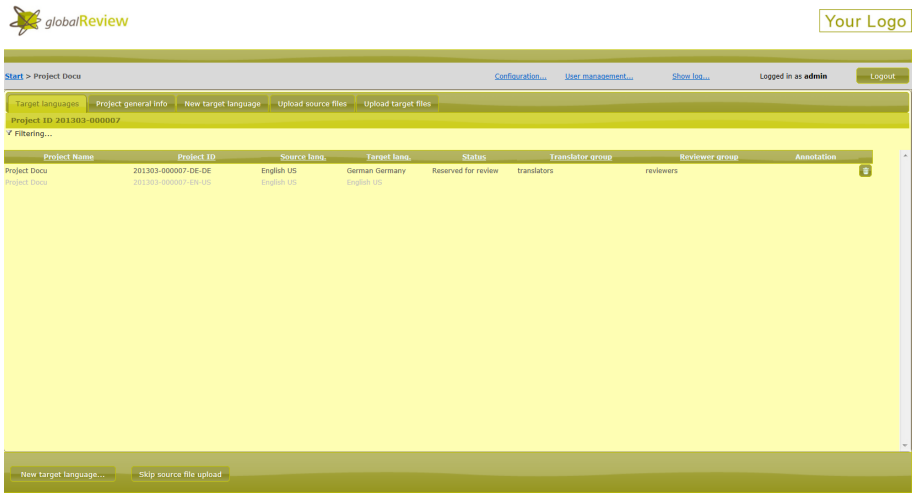
be made visible by clicking on *Show deleted projects*. By clicking on you can archive and/or permanently delete these projects. This will delete all data related to a project.

After login to globalReview, project managers receive a message if there are projects that have been deleted for 7 days or more.

2.3 Navigation

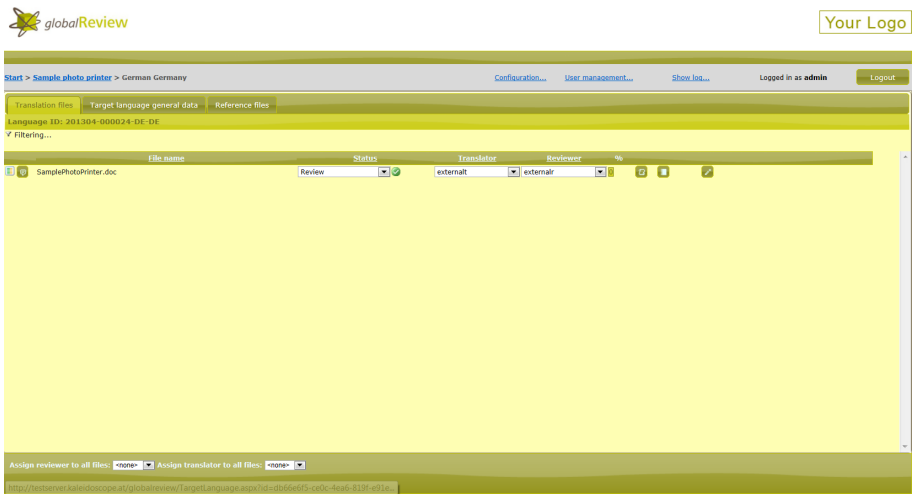
After logging in, you will be taken to the *Target Languages* screen. Here you can see all projects which are assigned to your user group currently. For a better overview, the target language and the translation files assigned to the current user (reviewer or translator) are displayed boldfaced and listed at the top.

Click on one of the projects to open it.



Start Screen

The *Translation files* screen will appear. This screen lists all files which are in this project and your target language. You can also click on the register *Uploaded Files* to check if any reference files, such as PDF originals, have been uploaded for this project.



Project Screen

In this example, the project consists of two files. For each file, you can now click on the Pencil icon in the Edit column. This will open a context menu:

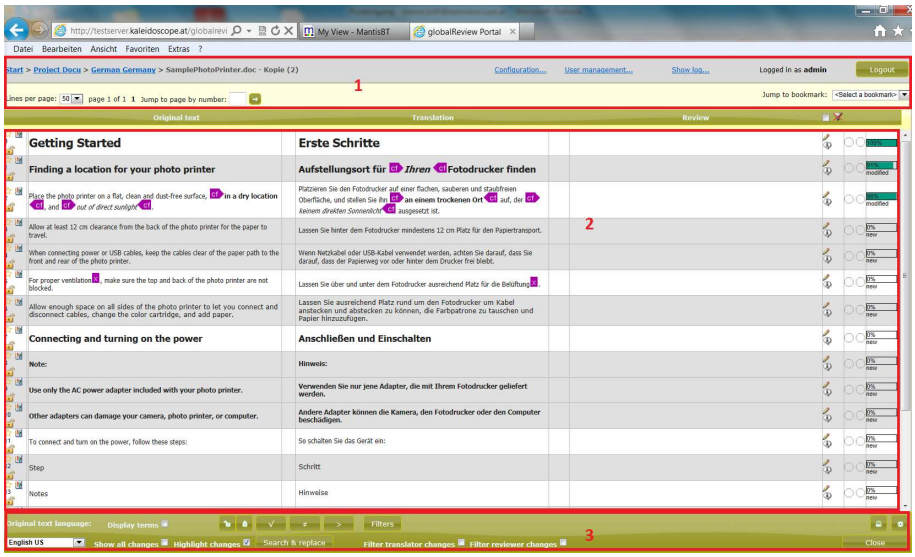
- *Check out and edit:* Allows you to reserve a file for you (check out) and will open this file in the editor screen. No other user can now actively work on this file.
- *Open for reading only*: Allows you to open this file in read-only mode without being able to edit it. You can also do this if somebody else has reserved the file.
- *Edit*: This option is only available if you have already checked out the file for yourself and you are thus the "owner" of the file.
- *Take ownership*: Using this option project managers and administrators can take ownership of and edit files that were previously checked out by other users. The original user can only edit these files once they are reassigned for them.
- *Offline Review*. If enabled by the project manager you can export the editor content into a Word file to review or cross check it offline and import the changes back into globalReview. A project manager can for example export and send the files to a reviewer or translator in case they have slow internet connection to work in the editor. Should you have left any comments in the editor, you have the option to export them. If you have defined an alternative source language, then you also have the option to export this reference language instead of the original one. Note: After exporting you should not work in the editor, because any changes made will get lost after import.
  You also have the option to export multiple files belonging to a certain target language and re-import them after offline review. For this, click on the *Offline review* button in the right lower corner of the screen and

choose the desired files and options.

When working offline you can apply the language for your spell check to all segments being reviewed. For this click on *Unify proofing language* in the left upper corner in Word (quick access toolbar) after selecting the desired language. Otherwise the selected language will only be valid for the segment currently being edited.

2.4 Working in the Editor Screen

In the editor screen you can review the file you have opened.

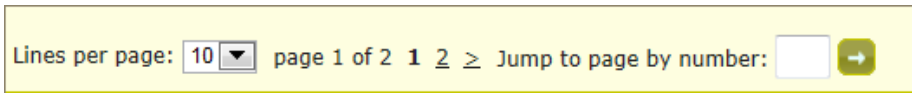


Areas of the editor screen

This screen is split in three areas:

1. Navigation
2. Editing Screen
3. Control Panel

2.4.1 Navigation Bar



Navigation

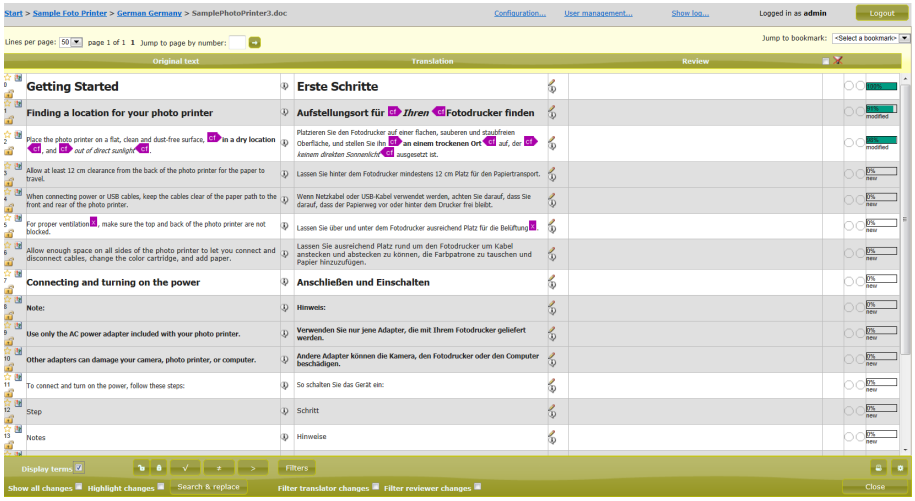
In the navigation bar you can move around in a project or in a file:

1. On the top you can see which project, target language and file you are currently working on. You can click on any of these areas to jump there directly.

2. Underneath this "beadcrumb" navigation you can select how many lines you want to show on each editor screen:
3. You can also see which page you are currently working on and can page back and forth in the file.
4. You can set a bookmark to a particular sentence number by clicking on the star symbol on the left side of a sentence. In the right upper-hand part of the navigation bar you can then choose any of these bookmarks to jump there directly.

2.4.2 Editing Screen

Underneath the navigation bar you can see the main part of the editor, the editing screen containing the file. The content is split into three columns: Source language column, original translation column, and a *Review column* in which you will do your changes.



Editing Screen

You can now start checking the translation. If you want to change a sentence, you can simply double-click in the Review column or the pencil icon on the right side. This will copy the translator text for you to edit.

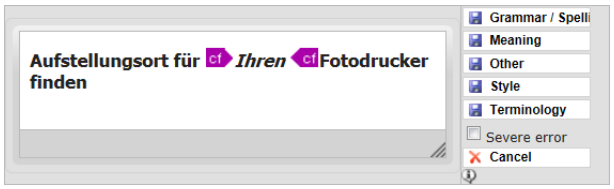
Any length restrictions defined in Studio will be automatically transferred to globalReview and if they are breached in a Segment, then users won´t be able to continue writing.

Only copy segments you want to change

You only have to copy the contents of the translator column to your own column if you want to CHANGE something. If the translation is OK, simply leave it in the translator column. You do not need to copy unchanged segments to your column.
The way it works is: If there is text in the review column, then this text is the final version. If there is no text in the review column, then the translated version is OK.

The editing screen offers many features:

Click on the pencil symbol next to the review column or double click in the segment to edit the text. This opens the editor window.

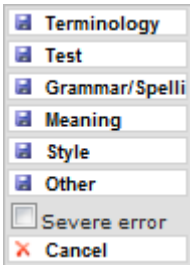


Editor Window

The arrow pointing from the translator to the editor column allows you to copy the translator version of the sentence to your column. Please note that you ONLY need to copy sentences you want to CHANGE!

You can now simply start typing your changes.

If terminology recognition is turned on, then a pop up window will appear showing terms which appear in the current sentence and are defined in the term base.



Once you have finished the changes for this segment, you can:

- Click on *Save* to store the changes and close the window. Depending on your configuration, you might have more than just one save-button. There might be several save-buttons containing different error types. For instance, it could be that you can save the change as a meaning error, terminology error, grammar mistake, stylistic change or any other error type. This is written on the save button, so simply select the type you want and click the button (for instance "Terminology" in case it is a terminology error).
  You can also click on "severe error" if you want to mark this change as a

severe error.

All these options are intended to improve quality measurement of translations.

- You can click on *Cancel* to undo your changes.

Display of Changes

Changed segments are highlighted in two ways:

1. The last changes are always highlighted with a colored background. The logic behind this is: If the last change in a sentence was done by the reviewer, then the text of the reviewer column is highlighted. If the last changes was done by a translator, then the text in the translator column is highlighted.

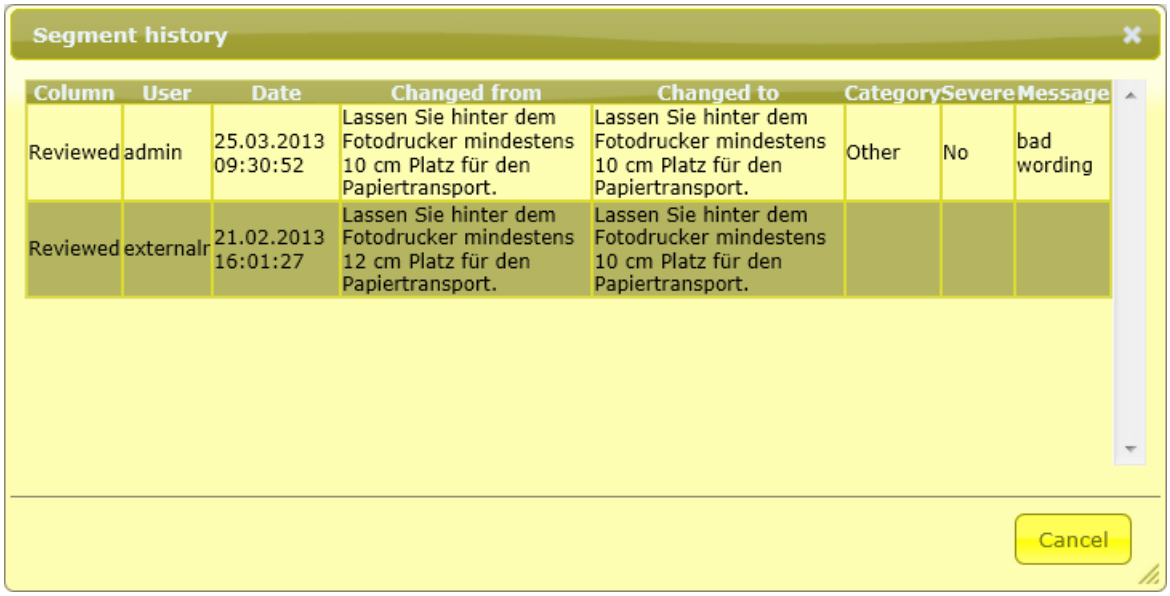
   You can remove the highlighting by clicking on "Acknowledge". This does NOT mean that globalReview will use the version of the translator, for instance.
2. It only helps you show clearly which changes you have already checked and which ones you have not.

On the right side next to each sentence you also see the "match value" of the sentence. This match value comes from the translation memory, a database used for translation which stores previous translations and reproduces them automatically whenever a similar sentence appears again. *New* means that the sentence was translated from scratch in this project. *100%* means that it was a sentence which is 100% identical to some sentence translated in a previous project. *Modified* means that a similar but not identical sentence has been translated in a previous project. You can filter these match values and, for example, hide 100% matches, so you can concentrate on sentences that were new in this project and do not review sentences that might have been reviewed already in the last project.

Segment history

All users can also check the history of each segment.

If you want to see the change history of a segment, click on the Icon on the left side of each segment:


Segment history
Column User Date Changed from Changed to Category Severe Message
Reviewed admin 25.03.2013 09:30:52 Lassen Sie hinter dem Fotodrucker mindestens 10 cm Platz für den Papiertransport. Lassen Sie hinter dem Fotodrucker mindestens 10 cm Platz für den Papiertransport. Other No bad wording
Reviewed externalr 21.02.2013 16:01:27 Lassen Sie hinter dem Fotodrucker mindestens 12 cm Platz für den Papiertransport. Lassen Sie hinter dem Fotodrucker mindestens 10 cm Platz für den Papiertransport.
Cancel

Project Manager Features

If you want to lock certain segments, then start by setting a filter on exactly those segments you want to lock. Once you can see exactly the segments you want to lock, click on *Lock Segments* to lock them (or *Unlock Segments* to release them again). After locking the segments, you can click on *Translation file properties* to define whether locked segments should simply be read only or completely hidden.

Translation file properties

2.4.3 Control Panel

Control Panel

The control panel consists of a *command area* and a *filter and options area*.

Command Area

This area allows you to perform different actions on the file:

- *Close:* Closes the editor. All changes are always immediately saved. If you are done with the review, please don´t forget to check the changes back in to globalReview, so they are permanently stored in the database (-> *Check in changes and release*). Now you can mark the file as finished.
- *Close + Check in changes and release:* In addition to closing, you can instantly check in the changes and release the file. Then you don`t need to carry out this step in the navigation screen.
- *Acknowledge all modifications*: This button allows you to acknowledge all changes of the person that worked on the file before you. By clicking on this button, you confirm that you have checked all these changes and agree with them or have given alternative suggestions. The changes will then no longer by highlighted. This is useful to prepare a file for the next step, so that you can then focus on all NEW changes.
- *Remove all unchanged reviewer segments* (crossed equal sign): If a reviewer (or you yourself) has copied segments from the translator to the reviewer column without changing them, then this can be a problem for filtering changes. In this case you can remove all these identical segments by clicking on this button.
- *Overwrite outdated reviews with newer translations*: This option is only available to project managers. It is useful if your translator has done some additional changes on the previous reviewer changes and you simply want to trust these changes without sending the file back into review. In this case, click on this button to copy all NEWER translator versions to the reviewer column.
- *Search/Replace*: This button allows you to do a global search and replace across the entire file. As usual, be careful using this feature as it might cause incorrect sentences (for instance grammatical issues...). Note the check box *Include not yet reviewed segments:* If you select this option, then the search/replace will also run through all segments which you have not yet reviewed. If you do NOT select it, then the search/ replace will only run through your reviewer column, and NOT include segments which were not changed so far.

Acknowledge does not mean "apply change"

All the *Acknowledge* function does is remove the color highlighting so that a particular segment or all segments is/are no longer marked as changed. The changes do not automatically appear in the target file, as it is always the reviewer version that is used in the end.

Similarly, the *Do not acknowledge* function results in the translator version being highlighted. Again this does not mean that the translator version will prevail in the target file. It is merely an indication that this segment should again be checked by the reviewer.

An example:

a) You have suggested a change.

b) The translator did not agree and instead made a further change to your change.

c) It is NOT enough to simply click *acknowledge* as all that will happen is that the change will no longer be highlighted.

d) Instead, you must click the right arrow again to copy the translator's last version to your column.

⇨ The content of the Review column will always be contained in the final version of the text, independent of whether or not it was acknowledged.

⇨ Before finalizing a file globalReview checks if newer translations are available, which have not been transferred into the review column.

Options

You can filter the segments being displayed in the editor and set additional view options:

- *Original text language (only available if enabled by the project manager):* If you are using multiple target languages, you can set a different language, defined by the project manager as a source language (e.g. if the reviewer is not familiar with the original source language). However because translations can contain discrepancies from the original, this function should be used with caution. Also, by using this function the entire text can shift by one or more lines, as different languages can have different amount of lines. In this case do not change the order in your document.

- *Display terms:* Turns on or off the automatic term recognition feature. This feature will always scan the termbase for words which appear in the sentence you are currently editing and have been defined already as standardized terminology.
- *Show all changes:* This options will highlight ALL changes done ever since the project was started. By default, this option is turned off, because typically you only want to see the changes in the last review round.
- *Filter translation changes / reviewer changes:* By selecting this option you can show only those segments which were changed by the reviewer or translator in the previous review stage.
- *Highlight changes:* By selecting this options you can display a complete change tracking, similar to this feature in Microsoft Word. The change tracking is only a visualization to better spot changes. It will not be included in the final version, of course.
- *Lock / unlock filtered segments:* With this button, project managers can lock all segments currently displayed by the filter. For instance, you can filter to show only 100% matches and then lock these. Or you can filter all sentences containing a particular text and then lock them.

Filters

These options let you filter the segments displayed in the editor screen:

- *Filter by segment state:* With this option you can again filter by segment state and in addition display annotated segments only. Here you can also hide the locked segments in the editor.
- *Filter by error categorization*: This allows you to show all segments with certain error types. You can also then print this list.
- *Filter by content:* You can filter all sentences containing a certain word or string of words or letters. Enter the content you wish to filter and click in the column you wish to search in.
- *Filter by match rate:* Here you can filter segments according to their match rate (0 to 100%). For instance, you can select to only show matches from 0 to 99%. This will hide all 100% matches. Simply enter the rates you want to filter on and then click on the Filter icon next to the box).

Terminology recognition

In the control bar you can turn on or off terminology recognition.

- *Display terms:* If selected, this option will always search the termbase for any terms appearing in the sentence you are currently editing, and display these in a pop up window. Make sure you stick to this standardized terminology. The term recognition might show allowed terms in green and forbidden terms in red.

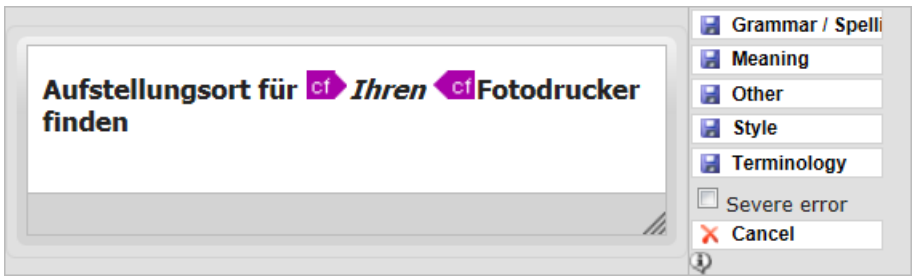
Terminology recognition

In case you wish to leave a comment for a certain term, you can directly forward this to the terminologist, by clicking on *Send feedback about this entry to the terminologist*. If you are using *quickTerm* you can also send your comments to this application. For the configuration of these options please see Creating a New MultiTerm Connection. Do not simply change a segment containing standard terminology, as this will not be in accordance with the company default.

2.5 Changing a Sentence

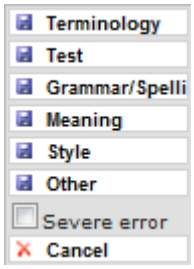
To change a segment, proceed as follows:

Click on the pencil symbol next to the review column or double click in the segment to edit the text. This opens the editor window. If there is no text in your column, then it is now automatically copied into the editor window.



You can now simply start typing your changes.

Once you have finished the changes for this segment, you can save the it:



Depending on your globalReview configuration, there are different kinds of Save icons available:

- *Save*: Saves your changes.
- *Save plus error category*: Saves your changes and assigns an error category to your change. For instance, it could be that you can save the change as a meaning error, terminology error, grammar mistake, stylistic change or any other error type. To save your change, simply click on the save icon next to the error category you want to assign (for instance Terminology if it is a terminology error). These options are used for the continuous improvement process to raise translation quality by making it more measurable.
- *Severe error*: With this check box you can highlight a change as "severe".
- *Cancel*: Discards your changes.

Terminology

If automatic terminology searching is turned on, then a pop up window (*Show Terms*) will appear showing terms which appear in the current sentence and are defined in the term base. If no term is found for a particular language, than this language will not be displayed in the table. Depending on your rights, you can activate the terminology recognition clicking on *Display terms* at the bottom of the screen.

Formatting elements

The small icons in the text (for instance, the diamond before and after the word *Ihren*) indicate a formatting tag such as bold or similar that is relevant for the end document. You can move these symbols, but make sure that the original sequence is maintained. For a better overview globalReview structures the text according to the original paragraphs with 2 different background colors. The basic formatting of the original text (bold, italics) are also preserved and displayed in globalReview.

If you are not happy with your version, you can also simply delete your text and start gain. If you cancel the change and leave your column empty, then the translator version is considered valid. You can also copy the text of the translation column to the reviewer column by clicking the green arrow between the two. This copies the translator version to your column so you can then change it.

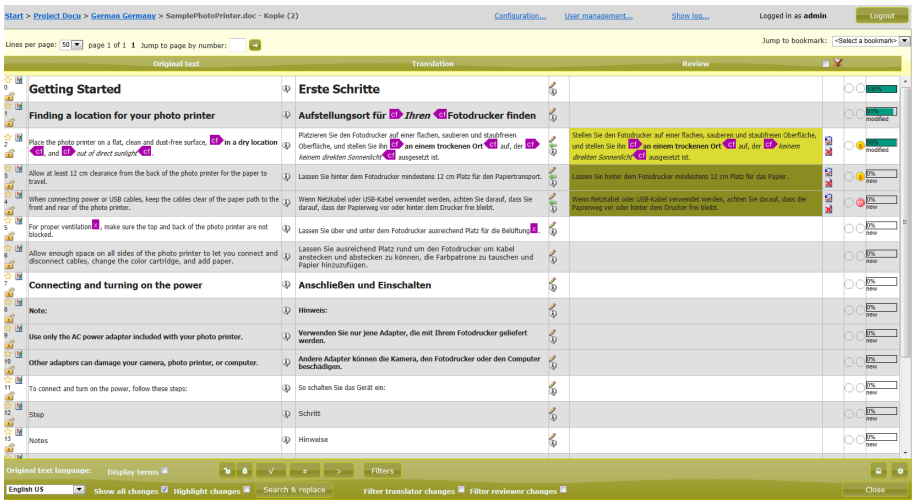
Only copy segments you want to change

You only have to copy the contents of the translator column to your own column if you want to CHANGE something. If the translation is OK, simply leave it in the translator column. You do not need to copy unchanged segments to your column.

The way it works is: If there is text in the review column, then this text is the final version. If there is no text in the review column, then the translated version is OK.

2.6 Double-Checking a Sentence

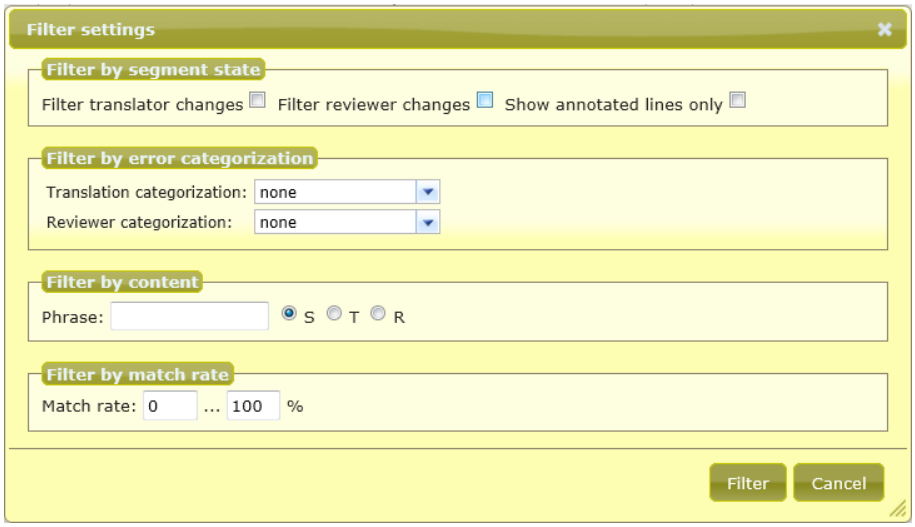
As a translator, your task is to double-check any changes done by the reviewer. The changes are always highlighted by a colored background in the respective cell.



Reviewer Changes

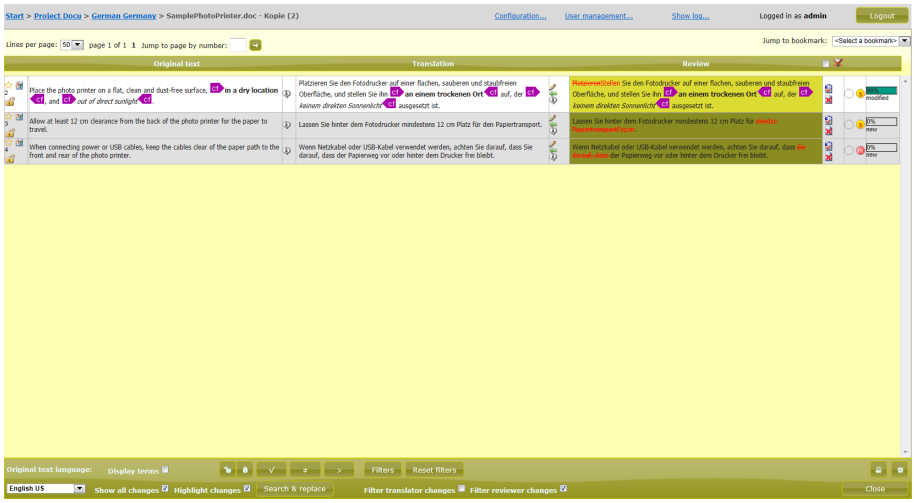
Filtering Reviewer Changes

It probably makes sense to enable *change tracking* and to filter the display to show only those sentences which were changed by the reviewer. In addition you can click on *Filter by reviewer changes* an on *Highlight changes*:



Filters

This will reduce the display to only show the changed segments:



Filtered Reviewer Changes

Confirming a Segment

IF you agree with a reviewer change, you do not have to do anything at all. The reviewer change will then simply be valid.

If you like, you can remove the change highlight by clicking on *Acknowledge Modification*. Similarly, the *Do not acknowledge* function results in the previous version being highlighted. This removes the highlight and thus helps you see which segments you have already checked.

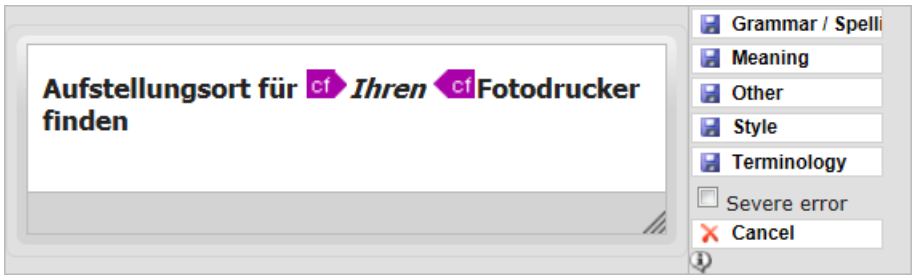
This function simply removes the highlight of the cell. It is not technically necessary to acknowledge all changes, because the reviewer version always wins anyhow.

Change

To edit a reviewer change, proceed as follows:

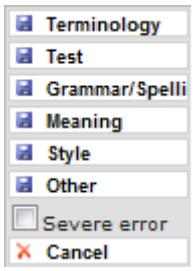
- After you have opened a segment click on the green arrow between the reviewer and the translator column. This copies the current reviewer version to your column.

Click on the pencil symbol next to the review column or double click in the segment to edit the text. This opens the editor window. If there is no text in your column, then it is now automatically copied into the editor window.



You can now simply start typing your changes.

Once you have finished the changes for this segment, you can save the it:



Depending on your globalReview configuration, there are different kinds of Save icons available:

- *Save*: Saves your changes.
- *Save plus error category*: Saves your changes and assigns an error category to your change. For instance, it could be that you can save the change as a meaning error, terminology error, grammar mistake, stylistic change or any other error type. To save your change, simply click on the save icon next to the error category you want to assign (for instance Terminology if it is a terminology error). These options are used for the continuous improvement process to raise translation quality by making it more measurable.
- *Severe error*: With this check box you can highlight a change as "severe".
- *Cancel*: Discards your changes.

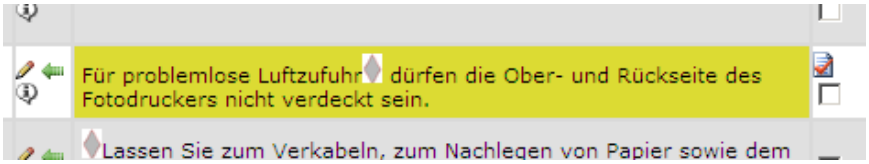
Terminology

If automatic terminology searching is turned on, then a pop up window (*Show Terms*) will appear showing terms which appear in the current sentence and are defined in the term base. If no term is found for a particular language, than this language will not be displayed in the table. Depending on your rights, you can activate the terminology recognition clicking on *Display terms* at the bottom of the screen.

Formatting elements

The small icons in the text (for instance, the diamond before and after the word *Ihren*) indicate a formatting tag such as bold or similar that is relevant for the end document. You can move these symbols, but make sure that the original sequence is maintained. For a better overview globalReview structures the text according to the original paragraphs with 2 different background colors. The basic formatting of the original text (bold, italics) are also preserved and displayed in globalReview.

- If the reviewer´s content is different from the source language, then please click on the check box *Do not include in the translation memory.*


Für problemlose Luftzufuhr dürfen die Ober- und Rückseite des Fotodruckers nicht verdeckt sein.
Lassen Sie zum Verkabeln, zum Nachlegen von Papier sowie dem

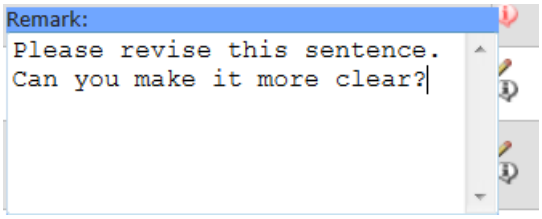
This marks the segment so that the project manager can then download one version for the TM (where your version of the sentence remains in the TM) and one version for the final document (where the reviewer´s version is used). This is important to keep the TM clean and avoid potentially wrong translations if the source sentence appears again in a future project. Your translation will thus remain in the TM.
If you do not see the check box, you can first activate it by clicking on the check box in the title row of the segments. This will then enable the check box for each segment.

2.7 Commenting on a Sentence

This is how you add a comment to a sentence:

- Point your mouse cursor to the small "i" icon (i as in information).

- The comment field will open:



  Here you can enter a comment.

- The subsequent editor can recognize comments through a colored marking, they can also search the text for comments and implement linguistic instructions accordingly. Of course you can also use this feature just for your own information.

2.8 Finishing the Review

Leaving the Editor Screen

All changes you make to any sentence are immediately stored in a temporary database so that no changes get lost during a crash or if you lose the internet connection.

Command Area

The button *Acknowledge all* allows you to acknowledge all changes of the person that worked on the file before you. By clicking on this button, you confirm that you have checked all these changes and agree with them or have given alternative suggestions. The changes will then no longer by highlighted. This is useful to prepare a file for the next step, so that you can then focus on all NEW changes.

Acknowledge does not mean "apply change"

All the *Acknowledge* function does is remove the color highlighting so that a particular segment or all segments is/are no longer marked as changed. The changes do not automatically appear in the target file, as it is always the reviewer version that is used in the end.

Similarly, the *Do not acknowledge* function results in the translator version being highlighted. Again this does not mean that the translator version will prevail in the target file. It is merely an indication that this segment should again be checked by the reviewer.

An example:

a) You have suggested a change.

b) The translator did not agree and instead made a further change to your change.

c) It is NOT enough to simply click *acknowledge* as all that will happen is that the change will no longer be highlighted.

d) Instead, you must click the right arrow again to copy the translator's last version to your column.

⇨ The content of the Review column will always be contained in the final version of the text, independent of whether or not it was acknowledged.

⇨ Before finalizing a file globalReview checks if newer translations are available, which have not been transferred into the review column.

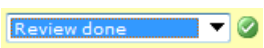
Close the editor screen by clicking on *Close*.

Marking the File as Finished

Once you have left the editor screen, globalReview will take you back to the file list of the project.

In this list you can now permanently store your changes by checking the file back in. This also allows other users to access it again. To do this, click on *Check in changes and release*.

You can now change the status of the file you have completed to *Review done* and confirm by clicking on the green check mark next to it.

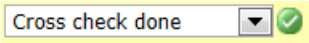


Closing the File - Reviewer

You can also change the status of all released files at once when you select the desired status in the drop down: *Apply status to all translatable files*.

If you have quality assurance categories defined for your tenant ("For form" box checked in the "QA categories" section of the configuration) then a pop up window will appear at this stage, where you can evaluate the entire translation. Choose the grades you want to assign to the predefined categories and leave a comment if you want to. You can also download this form and it will be available for viewing and editing on the left side of each translation file.

You can now change the status of the file you have completed to *Cross check done* and confirm by clicking on the green check mark next to it.



Closing the file - Translator

You can also change the status of all released files at once when you select the desired status in the drop down: *Apply status to all translatable files*.

You can no longer edit the file once you have changed the status. If you do want to access it again, contact your project manager to re-assign the project to you.

Once the status of a file is changed, the assigned user will receive an email notification.

- "Review" and "Reserved for final approval" => to the reviewer (or reviewers, if there is no user assigned, only a group)
- "Cross check" => to the translator
- "Review done", "Retranslated" and "Final approval given/not given" => to the project manager

Review-Status:
In addition reviewers can see under the % sign next to the translation files whether they have checked the entire content of a file. Project managers can also see here, what percentage the assigned reviewer has seen in a particular file.

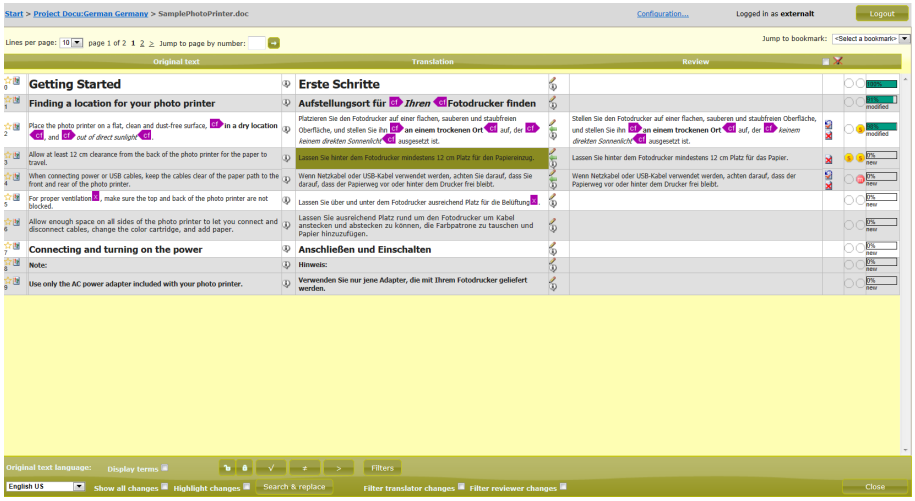
2.9 Reviewing new Translator Suggestions

Depending on the process defined, it could be that your changes get double-checked by the original translator. And maybe you will then be re-assigned to the file to double-check these new suggestions.

Doing this is no different from the original review, so simply proceed as you did earlier.

Filtering the View

The only difference to the original review round is that you will see colored segments in your file, highlighing the changes done by the translator:



Translator Changes

For faster review, you can filter the display to only show the last translator changes. Simply do so by selecting *Filter on translator changes*. You can also activate *Highlight Changes* to see exactly what was changed by the translator.

Filter Translator Changes

Now you only see those segments changed by the translator:

FIltered Changes

Checking

You have several options:

- If you want to change the new translator version again, then you can copy it from the translator column to your own column, if you want to.
- You can then edit the segment and introduce your new change, or leave the translator version in your column, if you agree with it.
- You can also simply discard the translator version. To do so, simply leave your version in the review column, because the review column always wins.

- When you are done reviewing, leave the editor by selecting *Close*, check in the file, set the status of the file to *Review done* and confirm by clicking the green check mark.

The Review column holds the latest valid version

The column with the review version always contains the most recent valid version of a modified segment. The original translation only applies if no changes have been made to the segment.

a) If the translator has made changes while double-checking and these changes need to be incorporated in the review version, please do not forget to copy these changes to the Review column using the right arrow.

b) Before finalizing a file globalReview checks if newer translations are available, which have not been transferred into the review column. The project manager has the option to transfer ALL these segments to the review column. For this simply press *Overwrite outdated reviews with newer translations* in the control panel.

Acknowledge does not mean "apply change"

All the *Acknowledge* function does is remove the color highlighting so that a particular segment or all segments is/are no longer marked as changed. The changes do not automatically appear in the target file, as it is always the reviewer version that is used in the end.

Similarly, the *Do not acknowledge* function results in the translator version being highlighted. Again this does not mean that the translator version will prevail in the target file. It is merely an indication that this segment should again be checked by the reviewer.

An example:

a) You have suggested a change.

b) The translator did not agree and instead made a further change to your change.

c) It is NOT enough to simply click *acknowledge* as all that will happen is that the change will no longer be highlighted.

d) Instead, you must click the right arrow again to copy the translator's last version to your column.

⇨ The content of the Review column will always be contained in the final version of the text, independent of whether or not it was acknowledged.

⇨ Before finalizing a file globalReview checks if newer translations are available, which have not been transferred into the review column.

3 InDesign Add-On

If the translation project source file was an InDesign file, the review can also be carried out in full Layout view as well as in a table. Although fewer functions are available, this means that the complete layout can be seen.

3.1 Basic Concept

The InDesign portamis TOR add-on allows reviewers to review a file optionally (and alternately) in a table or directly in Layout view. This is made possible by the portamis Online Editor, which is a professional web-to-print application.

The workflow in a complete translation project using portamis TOR and globalReview is as follows:

a) The InDesign file is extracted into a special XML format (VDL) using TOR. This format is specially designed to display the layout in the portamis Online Editor and save the changes again afterwards.

b) The XML file generated must always be uploaded to the Online Editor for checking by the graphic designer. The images that are required in the review phase are also uploaded the same time.

c) The XML file is translated in Trados.

d) The bilingual file is uploaded to globalReview Portamis must be specified as the file type.

e) In globalReview, the "*Edit in layout*" button is now available to the reviewer. Clicking this button opens the translation in the Online Editor instead of in the table.

f) The reviewer can now review the file in the Online Editor in full layout.

g) Afterwards, the revised XML file is imported back to globalReview. During this step, the changes are transferred from the Online Editor to globalReview.

h) The reviewer can now go on working in Table view, switch back to Layout view, or end the review.

   ⇨ The reviewer has now finished their job.

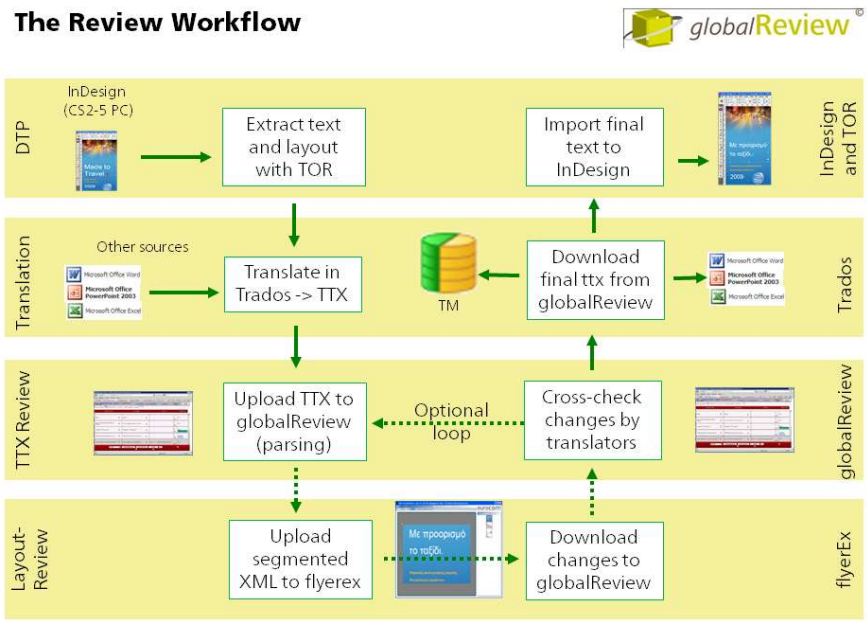
i) The translator can now double-check the file in globalReview. The translator can also choose to work in Table or Layout view.

j) The final bilingual file is then downloaded from globalReview.

k) The target XML can now be generated, either in Trados via a cleanup/ finalize project or downloaded directly from globalReview.

l) This final XML file can then be imported back to InDesign using TOR.

Workflow Graphic:



globalReview workflow

The project manager can also perform Step 4 manually in single steps. These manual steps are described in the section Manual Portamis features in globalReview [→ 59] in globalReview. The remaining steps are either standard globalReview steps or are described in the TOR-Handbuch.

See also

- Manual Portamis features in globalReview [→ 59]

3.2 Editing in Portamis

For each file that can be edited in Portamis, the *Edit in layout* button is also available in addition to the usual *Edit in table* button.

Portamis Buttons

To make changes, proceed as follows:

a) In globalReview, click *Edit in layout*.

⇨ The file will open in the Portamis Online Editor. At the same time you will receive a note, that upon finishing in Portamis, the changes must be imported back into globalReview.

Flyer-Ex Layoutomizer - [Aventos_Aventos_de from eurocom flyerex_EN-GB] - Sie sind eingeloggt als:reviewer
Datei ?
Seite 1 von 1
Memory
AVENTOS HK-S
The specialist for small stay lifts
Less effort for assembly and adjustment

Portamis Online Editor

b) Double-click the text frame in which you wish to edit text.

c) Enter your changes. Please take care not to change the segments marks. These are the horizontal lines between individual segments. These segment marks are necessary to allow the changes to be passed back to the translation memory, which is normally sentence-based.

d) You can zoom in and out of the Layout view.

e) If you cannot see the entire text of a frame, select the entire text and choose a smaller font. This resizing is NOT saved; it is only used in the review.

f) You can also generate a preview PDF from the menu so that you can check the changes on paper and enter the changes online afterwards.

g) When you have finished, select *Save* and *Close*.

⇨ Your changes will be saved.

h) You are automatically taken back to globalReview where you are asked whether you want to import the changes to globalReview. Select Yes to import the changes. You can also do this at a later stage by clicking *on Import changes from layout view*. Otherwise, your changes will be discarded.

3.3 Manual Portamis features in globalReview

When the file type of the project was set to "Portamis", then globalReview offers some additional features for administrators and project managers. For the reviewers and translators the buttons *edit in table view* and *edit in layout* are available. The manual steps then happen automatically.

Additional Portamis features in globalReview

1. Editing in Table View
2. Download the final bilingual file
3. Download Portamis file
4. Download segmented Portamis file
5. Upload of segmented Portamis file directly to the Portamis server
6. Upload of segmented Portamis file directly to the Portamis server
7. Download of changes from Portamis to globalReview
8. Editing in Layout View

3.3.1 Manually Downloading a Portamis File

➢ The project has to be set up using the document type "Portamis".

a) Click on *Download segmented Portamis file* or *Download Portamis file*.

b) Select *Download complete reviewed version*.

⇨ globalReview generates a ZIP file containing the Portamis XML file. The name of this file is composed of the the project name plus the suffix "globalreview" plus the current status of the file, for instance: *File1_globalreview_translated.xml*.

c) Store the ZIP file or open it directly and extract the files inside.

These files can now be uploaded to Portamis.

3.3.2 Manually Uploading a Portamis File to Portamis

➢ The project has to be set up using the document type "Portamis".

a) Click on *Upload Portamis file* or *Upload segmented Protamis file*.

⇨ The project will be created in Portamis. You (or the reviewer) can then open it by logging in to the Portamis job portal and selecting edit mode. This step will be automatically carried out by clicking on *Edit in layout*.

3.3.3 Manually Downloading changes from Portamis to globalReview

➢ The reviewer has finished checking the file but has not imported these changes back to globalReview.

a) Click on *Import changes from layout view*.

⇨ The changes are imported from flyerex and entered into the reviewer column marked as changed. This can also be done by the project manager, in case the reviewer has not imported the changes.

4 Quick Start

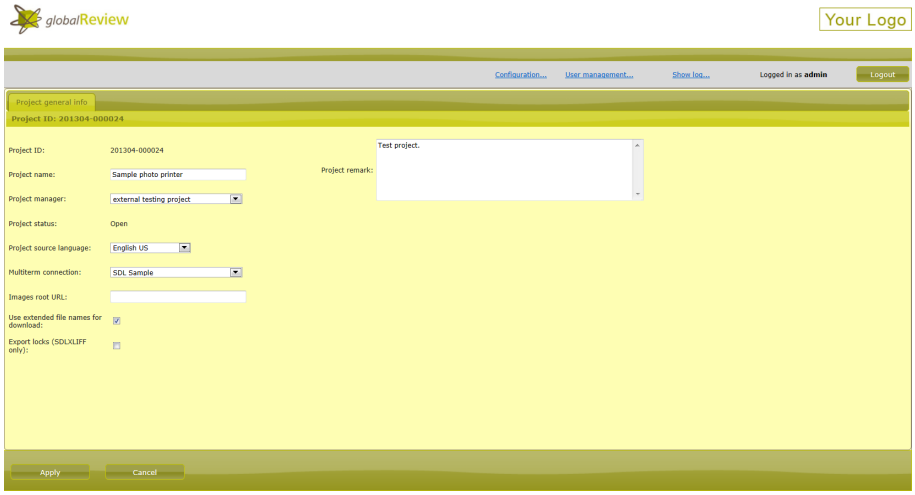
4.1 Project managers

Your task as a project manager is to create projects and assign them to a reviewer. After the review, you can assign the project to a translator for double-checking. At the end of the project, you can downlaod the final TTX / SDLXLIFF-files.

4.1.1 Create a Project

General Information

Click on *New project* in the left lower-hand corner. This starts the wizard for creating new projects. The first dialog is the *General Info* dialog:

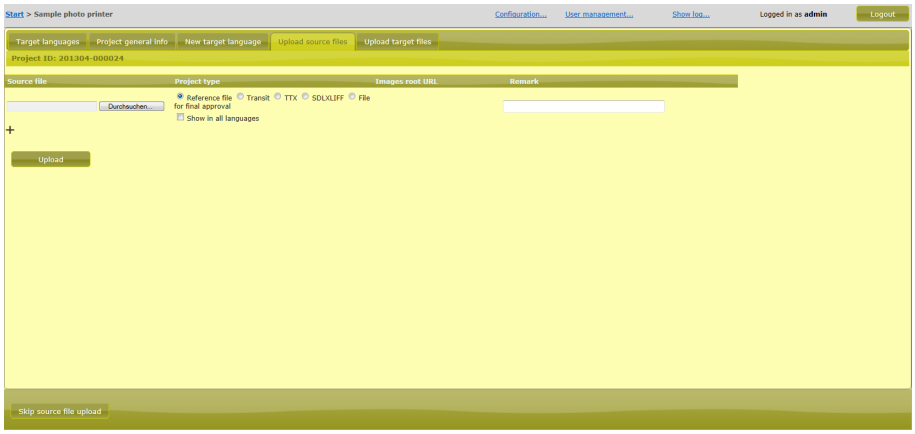


New Project: Project general info

Enter a name and a description for your project. Select a project manager and a source language. Then, select one of the preconfigured termbase connections, if there is one that applies to your project. The administrator has set up these connections for you.

Then click on *Apply*.

Source files



New Project: Source files

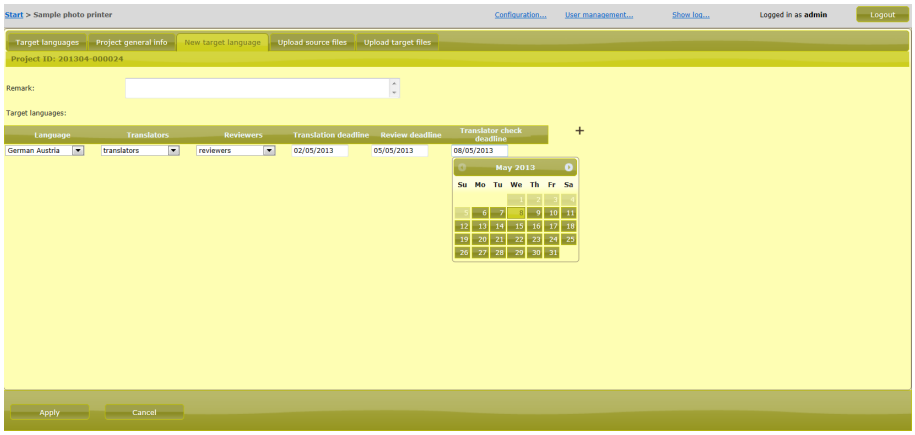
In this step you can specify the source files of the translation project. You can skip this step by clicking on *Skip source file upload*. Uploading the source files serves two purposes: On the one hand the reviewer can download it as a reference file, on the other hand it creates an empty "container" for each target language, into which you can then upload the translation files (TTX or SDLXLIFF).

If you upload a source file, please also indicate the project type:

- Reference file = Files which are for reference only and do not need to be translated. The reviewer can download this file and use it for reference.
- Transit: globalReview will expect the translation in the format of Transit files.
- TTX: globalReview will expect the translation in the format of TTX (Trados 2007).
- SDLXLIFF: globalReview will expect the translation in the format of SDLXLIFF (Trados 2009 / 2011).
- For TTX and SDLXLIFF you will also see the additional Portamis options available. Select this so that globalReview offers the additional features which are required for the layout-based web review with InDesign source files. This is only possible if the InDesign source files have been prepared with TOR and translated as XML (not IDML or INX).

Then click on *Upload*.

Target Languages



New project data: Target Languages

Here you create the target languages for the project. For each target language, please define the reviewer and translator groups who will do the review and double-check. You can also assign deadlines for the translation, review and cross check..

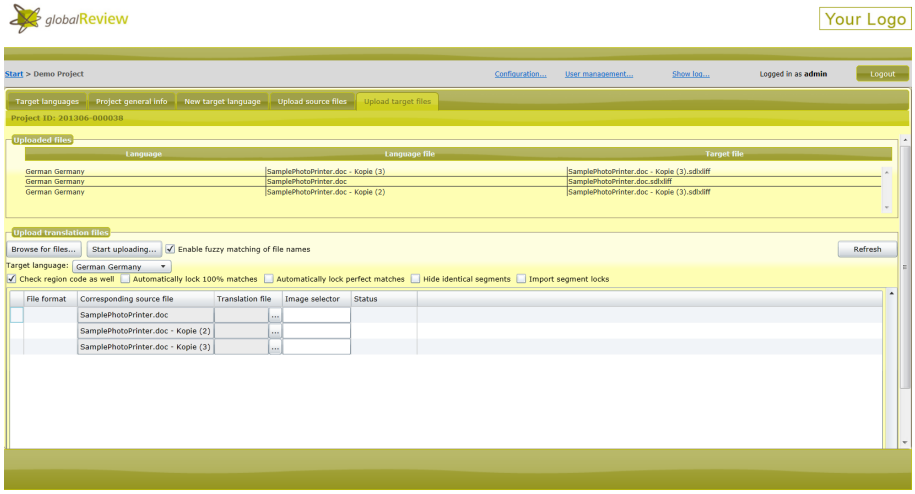
Then click on *Apply*.

Translated Files

In globalReview there are two ways to upload translated bilingual files:

In the Upload translation files tab

This is the dialog you now see. It requires Microsoft Silverlight. The advantage of the Silverlight control is that you can upload several files at once.



New Project: Uploading Translation Files with Silverlight

To upload translated files in this dialog:

a) Select the respective target language in the drop-down box.

⇨ The source language containers are shown, if there are any.

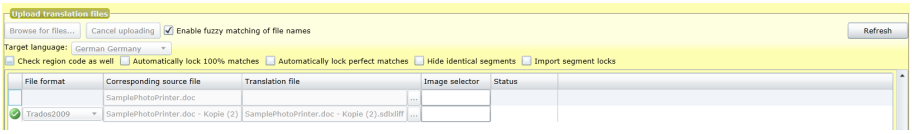
b) Click on *Browse for files...* and select the ones you need.

c) If source files already exist, globalReview will try to assign the translation files of their corresponding source files. You can also do this manually by clicking on the three dots next to each file and choose the corresponding translation file.

d) If no source files have yet been uploaded, under the *File type* column you can define what format (e.g. Trados 2009, file for final apporval, etc) globalReview should support (see "Source files" section above).

e) Click on *Start uploading...*

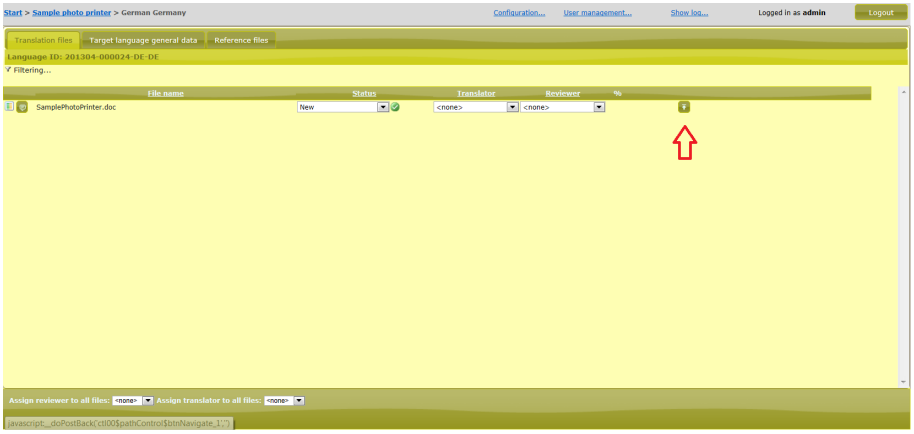
⇨ You receive a message if the upload was successful:



Confirmation of Silverlight Upload

Uploading Translation Files in the Project itself

If you do not have Silverlight, or you want to upload the translation files at a later point, you can always navigate to the target language in the project itself. There you will see your source file containers and a button to upload translated files next to each one of them:



Upload files without Silverlight

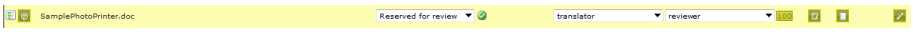
Click on this button, select the file and start the upload. Once uploaded, the translation file status will change to translated.

See also

InDesign Add-On [➞ 56]

4.1.2 Assigning a Reviewer to a Project

Navigate to the desired language and change the status to *Review* and confirm by clicking on the green check mark. You can now assign a reviewer to each individual file or you can assign a reviewer to all the files at the bottom of the screen.



Assigning a File to a Reviewer

The reviewer can now log in and do his review.

4.1.3 Assigning a Translator to a Project

Please make sure the previous editor has checked all changes back into the system. To do so, click on the Edit icon. If you can see the command "Check in changes and release", then the previous editor has not yet checked in the changes. In this case, please do it now.

After the review has been completed, navigate to the respective language and change the status of the file to *Cross check* and confirm by clicking on the green check mark. You can now assign a translator to each individual file or you can assign a translator to all the files at the bottom of the screen.

The translator can now log in and check the review changes.

4.1.4 Finalizing a Project

After the translator has finished checking the review changes, you can either assign the project back to the reviewer or close the project and download the final files.

Please make sure the previous editor has checked all changes back into the system. To do so, click on the Edit icon. If you can see the command "Check in changes and release", then the previous editor has not yet checked in the changes. In this case, please do it now.

Navigate to the file you want to close and change the status to *Closed* and confirm by clicking on the green check mark. You then get a button on the right to download the final translation files.

Clicking on this button will give you two options:

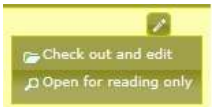
- *Download complete reviewed version*: This option contains the reviewed version for all segments, even if the translator has excluded that segment for the TM. With the file you download now, you can create the target document, without feeding the changes back to the TM.
- *Download for TM*: This option contains the translator version in those cases where the translator has opted to exclude the review version from the TM. You use this file for TM cleanup / update.
- *Download with change tracking:* If you select this check box, then the changes made in globalReview will be visible in the final file.

This closes the project.

4.2 Reviewers

4.2.1 Navigation

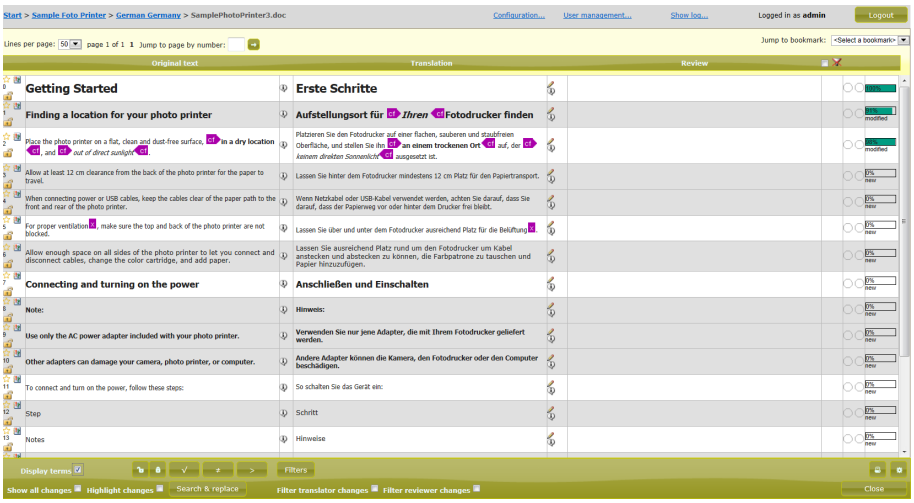
After logging in, you will see the projects that you need to check. Click a project to see the files belonging to the project. Click the "Edit" button next to one of the files. A submenu will open. Please select *check out and edit*.



Check out and edit

If you have already checked out the file earlier, you can also simply click on *Edit*.

This checks out the file for you and opens it in the editor.



Editing Screen

In the left-hand column, you can see the original text and in the middle column you can see the translator version. The right-hand column only displays text if you have changed the translation. If you do not wish to change the translation, leave this column empty. This makes it easier to see where you have made changes.

You can page through the file using the navigation bar on the top. You can also use the asterisks on the left to create bookmarks.

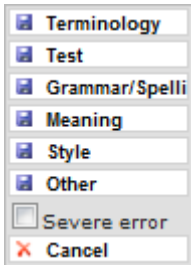
4.2.2 Editing the Review

To change a segment, proceed as follows:

Click on the pencil symbol next to the review column or double click in the segment to edit the text. This opens the editor window. If there is no text in your column, then it is now automatically copied into the editor window.

You can now simply start typing your changes.

Once you have finished the changes for this segment, you can save the it:



Depending on your globalReview configuration, there are different kinds of Save icons available:

- *Save*: Saves your changes.
- *Save plus error category*: Saves your changes and assigns an error category to your change. For instance, it could be that you can save the change as a meaning error, terminology error, grammar mistake, stylistic change or any other error type. To save your change, simply click on the save icon next to the error category you want to assign (for instance Terminology if it is a terminology error). These options are used for the continuous improvement process to raise translation quality by making it more measurable.

- *Severe error*: With this check box you can highlight a change as "severe".
- *Cancel*: Discards your changes.

Terminology

If automatic terminology searching is turned on, then a pop up window (*Show Terms*) will appear showing terms which appear in the current sentence and are defined in the term base. If no term is found for a particular language, than this language will not be displayed in the table. Depending on your rights, you can activate the terminology recognition clicking on *Display terms* at the bottom of the screen.

Formatting elements

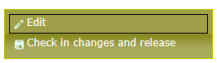
The small icons in the text (for instance, the diamond before and after the word *Ihren*) indicate a formatting tag such as bold or similar that is relevant for the end document. You can move these symbols, but make sure that the original sequence is maintained. For a better overview globalReview structures the text according to the original paragraphs with 2 different background colors. The basic formatting of the original text (bold, italics) are also preserved and displayed in globalReview.

Only copy segments you want to change

You only have to copy the contents of the translator column to your own column if you want to CHANGE something. If the translation is OK, simply leave it in the translator column. You do not need to copy unchanged segments to your column.
The way it works is: If there is text in the review column, then this text is the final version. If there is no text in the review column, then the translated version is OK.

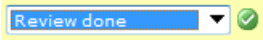
4.2.3 Finalizing the Check

Click on Close. This brings you back to the list of files in the current project. Here you can click again on *Edit in table* and select *Check in changes and release*. This permanently stores your changes in the database and releases the document so that other users can access it.



Check in changes and release

You can now change the status of the file you have completed to *Review done* and confirm by clicking on the green check mark next to it.



Closing the File - Reviewer

You can also change the status of all released files at once when you select the desired status in the drop down: *Apply status to all translatable files*.

If you have quality assurance categories defined for your tenant ("For form" box checked in the "QA categories" section of the configuration) then a pop up window will appear at this stage, where you can evaluate the entire translation. Choose the grades you want to assign to the predefined categories and leave a comment if you want to. You can also download this form and it will be available for viewing and editing on the left side of each translation file.

Review status:

If a quality assurance evaluation has been configured for the current client, a pop-up window will appear at this point. Here you can enter a general assessment for the reviewed file with respective grades and a comment.

Review-Status: In addition reviewers can see under the % sign next to the translation files whether they have checked the entire content of a file. Project managers can also see here, what percentage the assigned reviewer has seen in a particular file.

Please let your project manager know that you have finished checking this project.

4.2.4 Translator Check

Once you have finished reviewing a project, the translator may double-check your changes. If any questions arise during that phase, you will be re-assigned the project. You will now see all the translator changes highlighted in the left-hand column. Click "*Filter on translator changes*" to only display the segments changed by the translator.

If you agree with a suggestion made by the translator, please copy the change to your column. If you do not agree with a change, simply leave the text in your Review column unchanged. In any case, the content of your reviewer column "wins".

Why acknowledge all modifications?

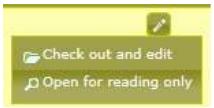
All the option *Acknowledge all modifications* does is to remove the marking of modifications. For example, as a reviewer, you can remove the color highlighting applied to the translator's change. If you agree with the change, make sure to copy the change to your own column first. **Technically, Acknowledge all modifications does not make a difference to the the end file.** All it does is allow you to keep track of which changes you have already checked.

Afterwards, click *Check in changes and release* to finish the file as usual and set the status to *Review done*.

4.3 Translator

4.3.1 Navigation

After logging in, you will see the projects that you need to check. Click a project to see the files belonging to the project. Click the "Edit" button next to one of the files. A submenu will open. Please select *check out and edit*.

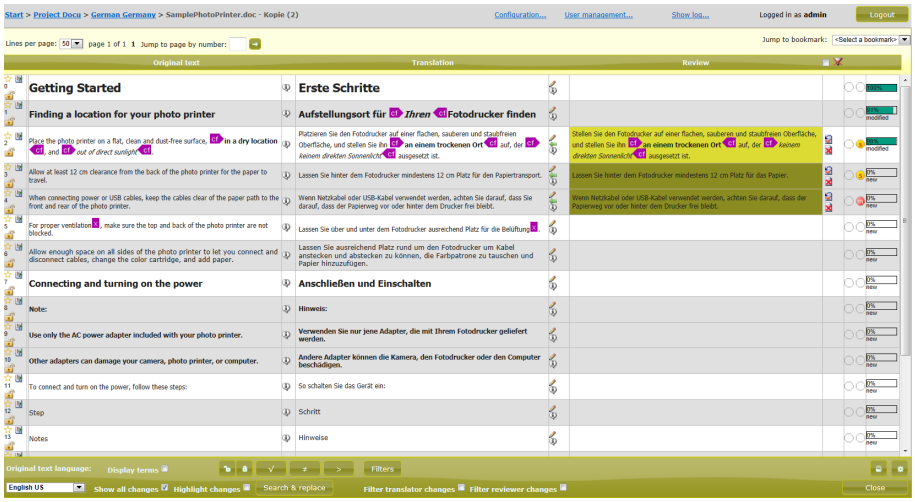


Check out and edit

If you have already checked out the file earlier, you can also simply click on *Edit*.

This checks out the file for you and opens it in the editor.

In the editor, all segments that have been changed by the reviewer are highlighted in color in the right-hand column.



Editor Screen with Highlighted Changes

You can page through the file using the navigation bar on the top. You can also use the asterisks on the left to create bookmarks.

4.3.2 Editing the Review

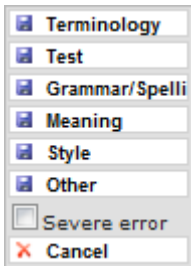
Clicking "*Filter on reviewer changes*" allows you to only display the segments that were changed by the reviewer in the last round.

Check these changes. If you agree with the change, click on Acknowledge modification. If you think that the translator version was correct, than click on Disagree with modification.
To edit a change, proceed as follows:

Click on the pencil symbol next to the review column or double click in the segment to edit the text. This opens the editor window. If there is no text in your column, then it is now automatically copied into the editor window.

You can now simply start typing your changes.

Once you have finished the changes for this segment, you can save the it:



Depending on your globalReview configuration, there are different kinds of Save icons available:

- *Save*: Saves your changes.
- *Save plus error category*: Saves your changes and assigns an error category to your change. For instance, it could be that you can save the change as a meaning error, terminology error, grammar mistake, stylistic change or any other error type. To save your change, simply click on the save icon next to the error category you want to assign (for instance Terminology if it is a terminology error). These options are used for the continuous improvement process to raise translation quality by making it more measurable.
- *Severe error*: With this check box you can highlight a change as "severe".
- *Cancel*: Discards your changes.

Terminology

If automatic terminology searching is turned on, then a pop up window (*Show Terms*) will appear showing terms which appear in the current sentence and are defined in the term base. If no term is found for a particular language, than this language will not be displayed in the table. Depending on your rights, you can activate the terminology recognition clicking on *Display terms* at the bottom of the screen.

Formatting elements

The small icons in the text (for instance, the diamond before and after the word *Ihren*) indicate a formatting tag such as bold or similar that is relevant for the end document. You can move these symbols, but make sure that the original sequence is maintained. For a better overview globalReview structures the text according to the original paragraphs with 2 different background colors. The basic formatting of the original text (bold, italics) are also preserved and displayed in globalReview.

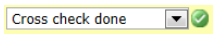
4.3.3 Finalizing the Check

Click on Close. This brings you back to the list of files in the current project.

Here you can click again on *Edit in table* and select *Check in changes and release*. This permanently stores your changes in the database and releases the document so that other users can access it.

Check in changes and release

Change the status of the file you have checked to *Cross check done* and confirm by clicking the green check mark next to it:



Closing the File

Please let your project manager know that you have finished checking this project.

Glossary

Language File

The language file level is the third level in a project. Each globalReview project comprises at least one target language (language level). Each target language contains at least one language file.

Source file

Each globalReview project has at least one source file. When the source file is uploaded, a "drawer" is created automatically for each target language into which the translation file is then uploaded.

Tenant

A tenant is an independent entity on globalReview which contains its own look and feel, but also its own roles, groups, users, languages and MultiTerm connections.

Translation file

The translation file is the translated source file. In the case of Trados, this is a TTX or SDLXLIFF file. In Transit, it is a pair of reference files.

Index

A

Acknowledge, 13